Océ Account Center

User manual

Océ-Technologies B.V.

Copyright

© 2005, Océ-Technologies B.V. Venlo, The Netherlands
All rights reserved. No part of this work may be reproduced, copied, adapted, or transmitted in any form or by any means without written permission from Océ.

Océ-Technologies B.V. makes no representation or warranties with respect to the contents hereof and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose.
Further, Océ-Technologies B.V. reserves the right to revise this publication and to make changes from time to time in the content hereof without obligation to notify any person of such revision or changes.

Edition 08-2005

US

Table of Contents

Chapter 1

Introduction
Notes for the reader 8
The documentation set 9

Chapter 2

Get to know Océ Account Center
The users of Océ Account Center 12
An overview of Océ Account Center 13

Chapter 3

Prepare Océ Account Center for use
Océ Power Logic® controller setup 18
Install Océ Account Console 20
Licensing Océ Account Console 22
Remote access to Océ Account Console 23
Make the Océ Account Logic application available for use 24
Remote access to Océ Account Logic 25

Chapter 4

Océ Account Center for Special users: Administrators
Before you begin 28
- Log on to Océ Account Console 28
- Overview of the main components of Océ Account Console 31
- Log out from Océ Account Console 34

Manage the Océ Account Console license 35
- Determine the host ID of Océ Account Console 35
- Activate a new license 37
- Back up the current license file 38

Create the Account information dialog for Océ Account Logic 39
- Introduction 39
- Create a field 40
- Create new values for the account fields 44
- Add a value 48
- Manage the account fields 52
  - Edit a field 52
  - Delete the account fields 53
  - Move 54
- Manage the values for the account fields 55
  - Edit a value 55

Delete values 57
Change the order of the values 58
Use Account information fields from third party applications 60
Publish fields from third party applications 60
Make the Account information dialog available in Océ Account Logic 61
Introduction 61
Preview 62
Make the Account information dialog available for Océ Account Logic 64
Create and manage the Océ devices 65
Create a new device 65
Edit a device 67
Delete devices from the list 68
Upgrade a device 69
Retrieve the account data 71
Retrieve the account data from a device 71
Administer Océ Account Logic 75
The Administration window 75
The logon window 76
Retrieve a new account information dialog 77
Define the account information requirements for the jobs 78
Define the remote access settings 80
Print jobs with only the user ID and the account ID defined as account information 81
Allow local clients to retrieve the accounting dialog 82

Chapter 5

Océ Account Center for users

Introduction 84
Enter account information for the print jobs 86
Print jobs 86
The print tab in Océ Account Logic 87
Manage the print jobs that do not have valid account information 90
Enter account information for the copy jobs and the scan-to-file jobs 91
Account information dialog 91
Copy jobs or scan-to-file jobs 93

Chapter 6

Océ Account Center for Special users: bookkeepers

Before you begin 96
Log on to Océ Account Console 96
Log out from Océ Account Console 99
Export the account log data 100
Create and manage the export filters in Océ Account Console 100
Introduction export filters 100
Create a new export filter 101
Delete an export filter 102
Edit an export filter 103

Copy an export filter 104
Run an export filter 105
Manage the log files 106
Delete log data 106

Appendix A

Appendix 109
Description of the fields in the account log file 110

Chapter 1
Introduction

Notes for the reader

Definition

This manual helps you to use Océ Account Center. The manual contains a description of the features of Océ Account Center and guidelines to use those features. There are also tips to increase your knowledge and help you to manage the workflow even better.

Note, Attention and Caution

Some parts of this manual require your special attention. These parts provide important, additional information or are about the prevention of damage to your properties. The words 'Note' and 'Attention' indicate these important parts.

- The word 'Note' comes before additional information about the correct use of Océ Account Center or a tip.
- A part marked with 'Attention' contains information to prevent damage to items, for example an original or file.

The documentation set

Introduction

Océ Account Center consists of the following 2 applications.

- Océ Account Console
- Océ Account Logic.

Océ Account Center supports the following Océ systems.

- Océ TDS range (TDS400, 600, 800, 860)
- Océ TCS400 release 2.2 and higher releases.

The section below describes the items in the documentation set that describe Océ Account Center.

The documentation set

This Account Center user manual	This user manual introduces you to Océ Account Center. The manual provides the instructions for the installation and the setup of the system. Chapters 4, 5 and 6 include the descriptions of how to use the applications.
The on-line help on Océ Account Console	The on-line help provides complete information about all functions of Océ Account Console.
The on-line help on Océ Account Logic	The on-line help provides complete information about all functions of Océ Account Logic.
The on-line help on the Océ Settings Editor	The on-line help provides complete information about all settings on the Océ Settings Editor.
The user manuals of the Océ range of print systems	The manuals provide general information about Océ Account Center.
Interfacing with Océ Account Center	Please contact your local Océ representative for information about how to integrate Océ Account Center with other applications.

Chapter 2
Get to know Océ Account Center

The users of Océ Account Center

Introduction

Océ Account Center has the following types of users.

- Special users: Administrators
- Users
- Special users: Bookkeepers.

The actions of the users

Users	Functions
Special users: Administrators	■ Create the Account information dialog for Océ Account Logic ■ Make the Account information dialog available in Océ Account Logic ■ Define the accounting requirements in the application. ■ Define the correct password ■ Create and manage the devices.
Users	Enter the correct account information for the jobs in the Account information dialog.
Special users: Bookkeepers	■ Determine the required accounting information ■ Retrieve account data from a device ■ Manage the log data ■ Export the log data ■ Use the log data from Océ Account Center for accounting purposes.

An overview of Océ Account Center

Introduction

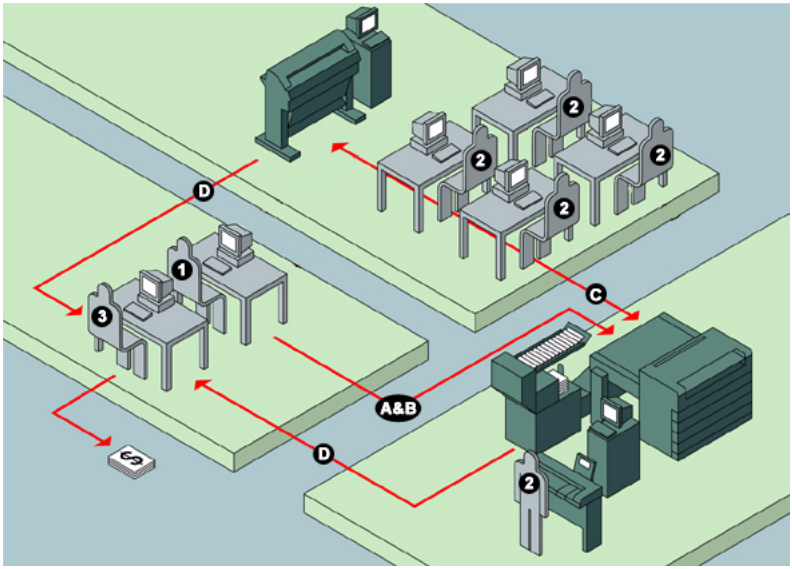
Use Océ Account Center to manage the account information of the print, copy and scan-to-file jobs for your Océ TDS and Océ TCS devices.

Definition

Océ Account Center consists of two software modules.

- Océ Account Logic
  Océ Account Logic runs on the Océ Power Logic® controller. You can connect to Océ Account Logic locally on the Océ Power Logic® controller or from a remote PC through a web browser. Océ Account Logic is managed by an administrator and mainly used by people that want to add account information to their print, copy or scan-to-file jobs.
- Océ Account Console
  Océ Account Console runs on a PC that functions as a server. You can connect to Océ Account Console from a local PC or remotely through a web browser. Access to Océ Account Console application is password protected and limited to authorised personnel such as an administrator and a bookkeeper.

Illustration



Users	Tasks
1) Administrator	A) Create, manage and delete the account dialog. B) Publish the account dialog to the Océ Power Logic® controller.
2) Users	C) Use the dialog of Océ Account Logic or the dialog in the Océ Windows Printer Driver (WPD) or Océ Print Exec Workgroup to specify the account information for each copy, print and scan-to-file job.
3) Bookkeeper	D) Retrieve and use the account information of the copy, print and scan-to-file jobs that is stored on the Océ Power Logic® controller. The log data serves as input for the accounting reports.

[1] User roles and tasks in Océ Account Center

Chapter 3
Prepare Océ Account Center for use

Océ Power Logic® controller setup

Introduction

Before you begin to use Océ Account Logic, you must do the following.

- Activate Océ Account Logic by uploading the license in Océ License Logic.
- Define the correct settings in the Océ Settings Editor on the Océ Power Logic® Controller.

Before you begin

Before you can define the correct settings in the Océ Settings Editor on the Océ Power Logic Controller, log on as a Key Operator (KO).

Note: *Refer to the on-line help on the Océ Settings Editor for information about the settings and the location of the settings.*

The correct settings

The path to the setting in the Océ Settings Editor	Definition	Explanation
KO - System - Job management - Print jobs	Select 'Jobs in inbox'.	Océ Account Logic requires that all jobs are sent to the Inbox. **Note:** *The print jobs that have valid account information are automatically moved from the Inbox to the Print queue. Enter the account information for the print jobs that do not have valid account information on the 'Print' tab of Océ Account Logic.*
KO - System - Job management - Rights for printing	Select 'Special user'.	Only special users are allowed to print. This setting disables printing by normal users with the Océ Queue Manager. The print button is disabled in the Océ Queue Manager. Océ Account Logic is a special user on the Océ Power Logic® controller.
KO - Scanner - Settings - Timers - Panel timeout	Océ advises you to set the panel timeout to the minimum value (30 seconds).	The scanner locks when the scanner panel timeout expires. The scanner locks to prevent users to use the scanner without entering account information. When you set the time-out to a minimum value, the scanner locks after a minimum of time has passed.

Install Océ Account Console

Introduction

Install Océ Account Console on a PC that functions as a server. Do not turn off the PC that runs Océ Account Console.

You can run scheduled tasks like the overnight retrieval of log files on a server.

Access Océ Account Console locally on the PC or use the Microsoft© Internet Explorer to connect to Océ Account Console from a workstation on the network.

Before you begin

Requirements.

- Microsoft® Windows® NT 4.0 SP3 or,
- Microsoft® Windows® 2000 SP1 or higher or,
- Microsoft® Windows® XP or,
- Microsoft® Windows® 2003 Server
- Free disk space of 250 MB
- Internal memory of 512 MB RAM
- A port accessible from the network
  The default port is port 8001.
- Microsoft© Internet Explorer 5.5 SP2 or higher.

The installation procedure

1. Insert the Océ Account Center installation CD in the CD-ROM drive of the server PC. If the CD-ROM drive does not start, browse to your CD-ROM drive icon and double-click the ocemenu.exe.
   Setup starts with the welcome screen. Select the preferred language, for example US English.
   Note: *The language you choose at the beginning of the set-up procedure determines the default language selection for the user manual and the on-line help in the installation procedure.*

2. Click 'Next'.
   The license agreement appears.
3. Read the license agreement and click 'Yes' to accept the agreement.
4. Follow the instructions on the screen.
   - The default destination folder is **C:\oce\webapps**.
   - The default user manual to be installed is the US English version. You can change this and include other language versions.
   - The default language of the on-line help file to be installed is US English. You can change the language or select more than one language file.
5. When the 'Installshield Wizard complete' screen appears, click 'Finish'.

Result

The Océ Account Console application, the selected user documentation and a readme file are available in the list of programs. The program icon is available on the desktop. The on-line help file(s) are integrated in the application.

Licensing Océ Account Console

Océ Account Console is protected by a license. After installing Océ Account Console, you can use Océ Account Console for a maximum of 30 days. Within a period of 30 days you need to acquire a license file from your Océ representative.

You must provide your Océ representative with a host ID. The host ID is displayed in the License window of Océ Account Console. To access the License window (see '*Determine the host ID of Océ Account Console*' on page *35*).

After you have received the license file from your Océ representative, you must activate this license file in the License window (see '*Activate a new license*' on page *37*).

Remote access to Océ Account Console

Introduction

Océ Account Console is a web application with a web server included. Océ Account Console does not require Internet Information Services (IIS).

Access Océ Account Console local on the PC or use the Internet browser to connect to Océ Account Console from a workstation on the network.

Note: *Access Océ Account Console from a remote location with Microsoft© Internet Explorer 5.5 SP2 or higher.*

Connect to Océ Account Console from a workstation on the network

1. Enter the following URL in Microsoft® Internet Explorer.
   http://host name:8001/
   The host name is the host name of the server where Océ Account Console is installed.
2. The Océ Account Console logon screen appears. (see '*Log on to Océ Account Console*' on page *28*)
   Note: *Access to Océ Account Console is password protected.*

Make the Océ Account Logic application available for use

When to do

Océ Account Logic is installed on the Océ Power Logic® controller.

Before the users can use Océ Account Logic to enter the account information for their jobs, make the application and the 'Account information' dialog available.

Before you begin

Before you begin to use Océ Account Logic, you must define the correct settings in the Océ Settings Editor. (see '*Océ Power Logic® controller setup*' on page *18*)

How to enable Océ Account Logic

1. Activate the proper license for Océ Account Logic in Océ License Logic.
2. Create an 'Account information' dialog in Océ Account Console.
3. Create the devices in Océ Account Console.
4. Publish the Account information dialog from Océ Account Console for Océ Account Logic. (see '*Make the Account information dialog available for Océ Account Logic*' on page *64*)
5. Define the correct account information requirements for the jobs in Océ Account Logic.(see '*Define the account information requirements for the jobs*' on page *78*)
6. Check the check box: 'The scanner locks when the scanner panel timeout expires'. This check box enables that the scanner locks automatically after the scanner panel time-out expires.(see '*Océ Power Logic® controller setup*' on page *18*)
7. Check the check box: "Lock scanner on start up". This option locks the scanner as soon as the scanner is switched on.

Result

The users can enter the account information for their jobs in Océ Account Logic.

Océ Account Logic is available locally on the Océ Power Logic® controller. Use the Internet browser to connect to Océ Account Logic from a remote workstation on the network.

Remote access to Océ Account Logic

Introduction

Use the Internet browser to connect to Océ Account Logic from a workstation on the network.

Note: *Access Océ Account Logic from a remote location with Microsoft© Internet Explorer 5.5 SP2 or higher.*

Connect to Océ Account Logic from a workstation on the network

1. Enter the following URL in your Internet browser
   http://host name of the print system/accountlogic.html
   Note: *The host name of the print system is defined in the **SA - System - Settings - Océ Power Logic identification - Host name** setting on the Océ Settings Editor.*

Result

You can enter the account information for your jobs from your workstation.

The administrator defines which tabs are available for the remote users of Océ Account Logic. (see '*Define the remote access settings*' on page *80*)

Chapter 4
Océ Account Center for Special users: Administrators

Before you begin

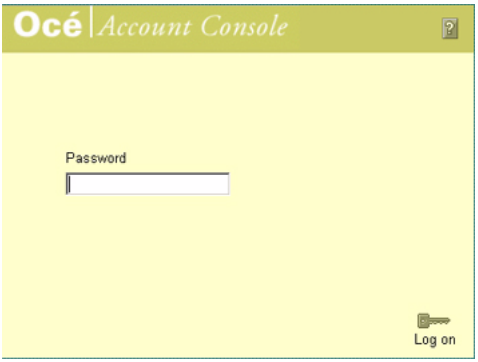
Log on to Océ Account Console

Introduction

Access to Océ Account Console is password protected.

Take the following steps to logon to Océ Account Console.

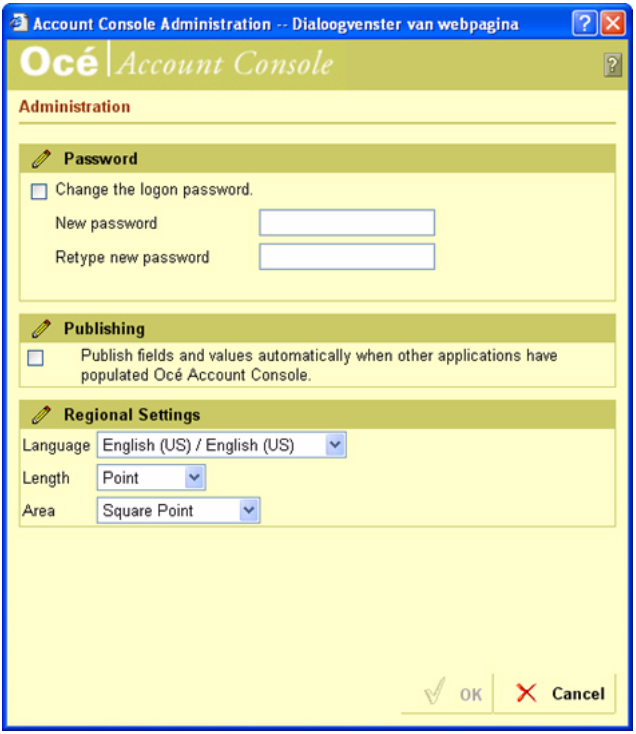
- Start the Microsoft® Internet Explorer application on you local workstation or on the server where Océ Account Console is installed.
- Enter the correct address in the address bar.
- Enter the correct password in the field.
- Click 'Log on' to access Océ Account Console.



[1] logon window

Note: *The default password is empty.*

Illustration



[2] The administration window

How to change the password

Take the following steps to change the password.

- Click the 'Administration' link in the upper right-hand corner of the main window to access the 'Administration' window.
- Click the check box to enable the option.
- Change the password in the 'Change the password' section.
- Retype the new password to confirm the password.
- Click 'OK' to confirm or 'Cancel' to reject the changes.

Note: *The administrator and the bookkeeper have to use the same password.*

How to activate publishing

Instead of manually defining the accounting dialog, you can also upload the dialog from an external application. The uploaded accounting dialog is automatically published when this setting is enabled.

How to change the settings for Océ Account Center

Take the following steps to define the settings.

- Click the arrow of the drop down list to select the language of your choice.
- Click the arrow of the drop down list to select the unit in which sizes the print width and length are expressed in the log file.
- Click the arrow of the drop down list to select the unit in which the used media area in the exported log data is expressed.
- Click 'OK' to confirm or 'Cancel' to reject the changes.

Note: *The values you select for the Length setting and the Area setting are used in the exported log data.*

Overview of the main components of Océ Account Console

Introduction

An administrator uses Océ Account Console to perform a number of maintenance and configuration tasks.
The main functional areas of Océ Account Console are described in the table below.

Part	Description
The 'Dialog' tab	'Fields' section. ■ Create an accounting dialog. The accounting dialog consists of a number of accounting fields. ■ Delete an accounting dialog. Please note that this action cannot be reversed. ■ Edit an accounting dialog. You can change the type of accounting field. ■ Change the order of the accounting field in the list. ■ Make a preview of the accounting dialog to test the validity. ■ Publish the accounting dialog. Make the accounting dialog available to external applications. 'Values' section. ■ Create values for each accounting field. ■ Add values for each accounting field. You add existing values to an accounting field. ■ Delete values for each accounting field. Please note that this action cannot be reversed. ■ Edit values for the selected accounting field ■ Move the selected value up or down in the list. ■ 'Sort A..Z '. Use this option to organise the list alphabetically. ■ 'Sort Z..A'. Use this option to organise the list alphabetically.
The 'Devices' tab	'Devices' section. ■ 'Create...'. Use this option to create a new device. ■ 'Delete'. Use this option to remove the device. The log data for the device is removed as well. Please note that this action cannot be reversed. ■ 'Edit...'. Use this option to change the values for a device. ■ 'Delete log data'. Use this option to remove log data of a device. ■ 'Upgrade'. Use this option to upgrade Océ Account Logic. 'Tasks' section. ■ 'Start'. Use this option to run an update dialog or to retrieve log data. ■ 'Edit...'. Use this option to change the conditions for the update dialog and the log data retrieval.

Part	Description
The 'Export filters' tab	'Overview' section. ■ 'Create...'. Use this option to define the conditions to export data ■ 'Delete'. Remove the export filter. ■ 'Edit...'. Change the conditions to export log data. ■ 'Copy...'. Make a duplicate of the filter settings to create another export filter. ■ 'Run...'. Select the required filter and start the export of the log data.
The 'Licenses' screen	The license screen enables you to perform the following actions. ■ Determine the host ID necessary to receive a valid license file. ■ Activate the license file. ■ Create a back-up of the license file.
The 'Administration' screen.	The administrator screen enables you to perform the following actions. ■ Change the password. ■ Publish the data that are retrieved from other applications. ■ Define the remaining settings for Océ Account Console.

[2] Main parts of Océ Account Console

Log out from Océ Account Console

1. Click on the 'Logout' link in the upper right corner of the main window.
2. Click 'OK'.

Manage the Océ Account Console license

Determine the host ID of Océ Account Console

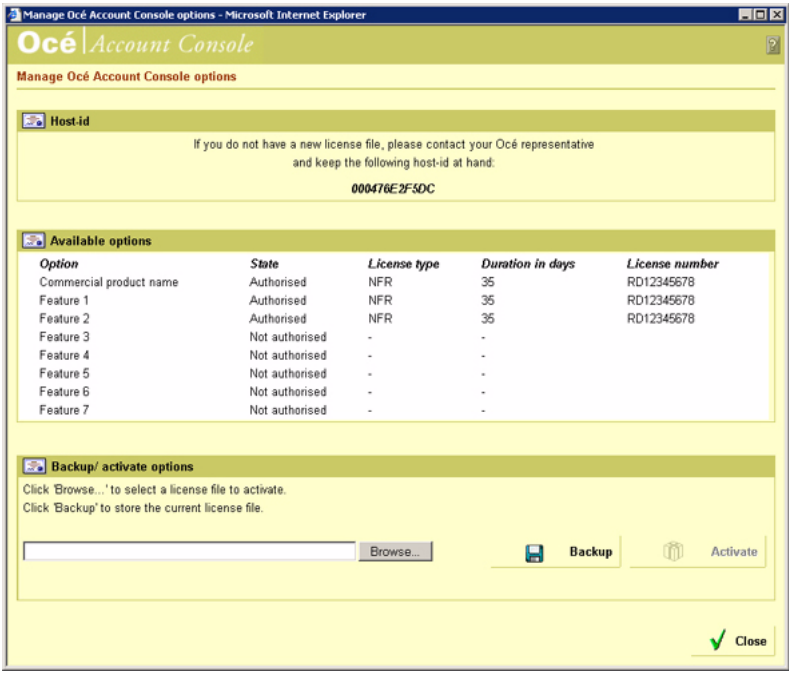
Introduction

Océ Account Console is protected by a license. After installing Océ Account Console, you can use Océ Account Console for a maximum of 30 days. Within a period of 30 days you need to acquire a license file from your Océ representative. In order to receive a license you need to provide the host ID of Océ Account Console to your Océ representative.

Before you begin

Logon to Océ Account Console remotely or locally on the PC where Océ Account Console is installed.

Illustration


Manage Océ Account Console options - Microsoft Internet Explorer
Océ Account Console
Manage Océ Account Console options
Host-id
If you do not have a new license file, please contact your Océ representative and keep the following host-id at hand:
000476E2F5DC
Available options
Option | State | License type | Duration in days | License number
Commercial product name | Authorised | NFR | 35 | RD12345678
Feature 1 | Authorised | NFR | 35 | RD12345678
Feature 2 | Authorised | NFR | 35 | RD12345678
Feature 3 | Not authorised | - | -
Feature 4 | Not authorised | - | -
Feature 5 | Not authorised | - | -
Feature 6 | Not authorised | - | -
Feature 7 | Not authorised | - | -
Backup/ activate options
Click 'Browse...' to select a license file to activate.
Click 'Backup' to store the current license file.
Browse...
Backup
Activate
Close

[3] The licenses window

How to display the host ID

1. Click the 'Licenses' link in the upper right-hand corner of the screen. The licenses window appears.
2. The host ID is displayed in the host ID section of the window. Use this host ID to obtain a license file.

Activate a new license

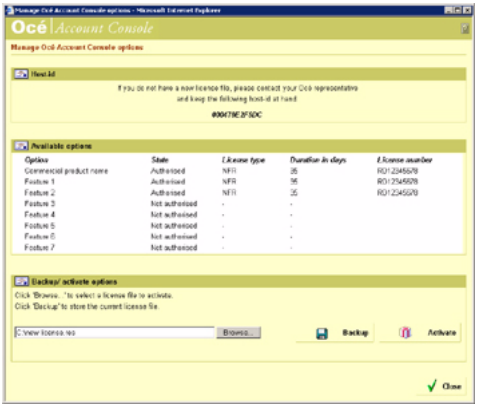
Introduction

After you have sent the host ID to your Océ representative, you receive a license file.

Before you begin

Logon to Océ Account Console remotely or locally on the PC where Océ Account Console is installed.

Illustration



[4] Activate a new license

How to activate the license

1. Click the 'Licenses' link in the upper right-hand corner of the screen. The licenses window appears.
2. Click 'Browse' to navigate to the license file.
3. Select the license file.
4. Click 'Activate' to start the upload process of the license file.

Result

A message is displayed when the process is completed and the license is activate.

Back up the current license file

Introduction

It is possible to create a backup of the current license file. With this option you can prevent the loss of the current license information.

Before you begin

Logon to Océ Account Console remotely or locally on the PC where Océ Account Console is installed.

How to back up the license file

1. Click the 'Licenses' link in the upper right-hand corner of the screen. The licenses window appears.
2. Click 'Backup' button to open a navigation window.
3. Navigate to a location of your choice to store the license file.
4. Click 'OK' to save the license file to this location.

Create the Account information dialog for Océ Account Logic

Introduction

Introduction

The 'Account information' dialog allows users to specify accounting information for each print, copy or scan-to-file job in Océ Account Logic. A bookkeeper collects this information periodically in Océ Account Console. The bookkeeper exports the data to create accounting reports.

The administrator is responsible for the creation, management and distribution of the 'Account information' dialog.
Do the following to create the 'Account information' dialog for the Océ Account Logic users.

Create the Account information dialog

1. Create the account fields.
2. Define the order of the account fields.
3. Create valid values for the account fields.
   Note: *Do not use Océ Account Console to create or edit the fields, values or devices in parallel by multiple administrators. Multiple changes at the same time can cause an inconsistent system.*
4. Preview and test the 'Account information' dialog.
5. Create the devices in Océ Account Console. This action is necessary to enable Océ Account Console to automatically update the accounting dialog in Océ Account Logic on these devices.(see '*Create a new device*' on page *65*)
6. Publish the 'Account information' dialog to make it available for Océ Account Logic.

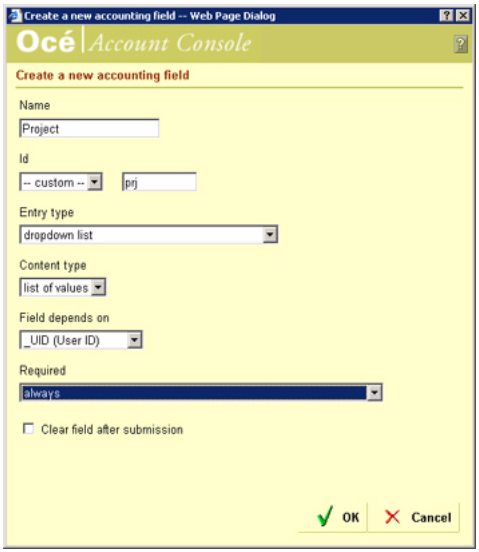
Create a field

When to do

Create the account fields as a first step to create the 'Account information' dialog for the Océ Account Logic and other applications.

How to create an account field

1. Access Océ Account Console.
2. Select the 'Dialog' tab.
3. Click the 'Fields' section.
4. Click the 'Create...' button in the toolbar section.
   The 'Create field' window opens.



[5] The Create field window

5. Define the 'Name' of the field.
6. Define the unique identification string ('ID') of the field.
   The software uses this 'ID' to identify the field. The IDs are presented as table headers in the exported log files.
   The following types of IDs are available.
   - Defined IDs for User name, User ID, Account ID, and Password.
   - Custom IDs.
     Custom IDs cannot begin with a '_'. The IDs can not contain: Single or double quotes (', "), forward or backward slashes (/, \), plus sign (+), hyphen-minus sign (-), spaces.

7. Define the valid 'Entry type'.
   Select one of the following.
   - 'Text field'
     When you select 'Text field', the users must enter free text or select a value in the 'List of values' list. Use a 'Text field' for example for a user name field.
   - 'Multiline text' field
     When you select 'Multiline text field', the users must enter free text with no character maximum.
     Use a 'Multiline text' field for example for a remarks field.
   - 'Dropdown list'
     When you select 'Dropdown list', the users must select a value from a dropdown list. Use a 'Dropdown list' field for example for a list of project names in a projects field.
   - 'Password'
     When you select 'Password', the users must enter free text. The entered characters are not visible and shown as asterisks.

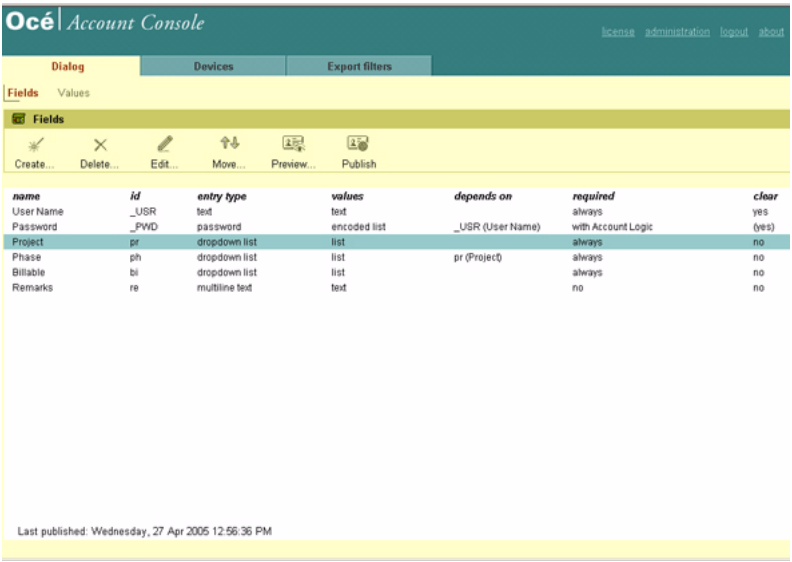
   Note: *When you define 'List of values' as the 'Content type', define the values for the list in 'Values' window.*
8. Define the 'Content type' that makes up a correct value for the field.
   This value depends on the value selected in 'Entry type' field.
   When you define a 'List of values' or list of encrypted values for the entry type 'Text field', the users must enter the value 'ID'.
   Only the value IDs you define are valid.
   Note: *When you define 'List of values' as the 'Content type', define the values for the list in 'Values' window.*

9. Define the child field of the parent field. A child field is a field that is a sub level of the parent field. This relation is defined by the field 'Field depends on'. For example, the Project field is a child of the parent field User ID.
10. Define the requirements for the field.
    Select one of the following.
    - 'No'
      The users are not required to enter a valid value in this field.
    - 'Always'
      The users are always required to enter a valid value in this field.
    - 'Only when you enter account information with Océ Account Logic'
      The users are not required to enter a valid value in this field when the user sends a job with a print job submission tool or a printer driver.
      When the users enter account information in the Account information dialog on Océ Account Logic, the user is required to enter a valid value.

11. Click the check box if you want to clear this field after submission.
    When this setting is enabled you specify that the submission application, for example Océ Print Exec Workgroup or the Océ Windows Printer driver has to clear this field after a job is submitted.
12. After you define all elements, click 'OK' to save the field.

Result

The new field is saved in the list of account fields.



[6] The new field is saved in the list of account fields

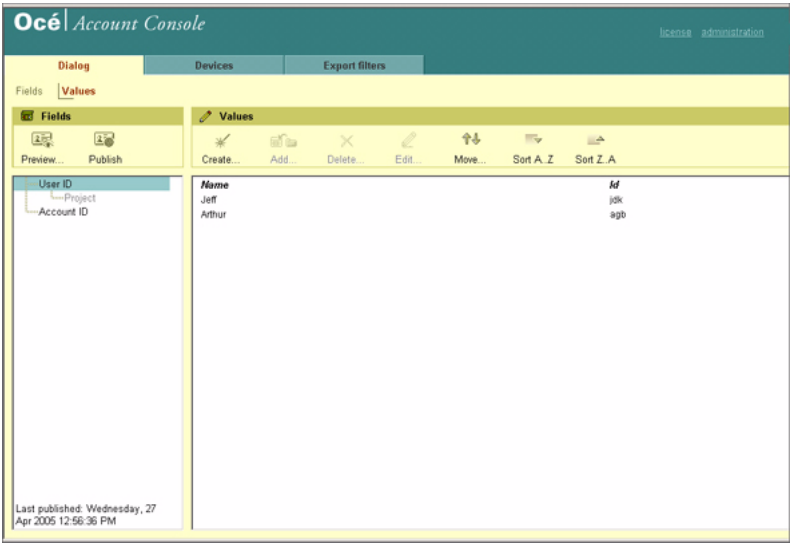
Create new values for the account fields

When to do

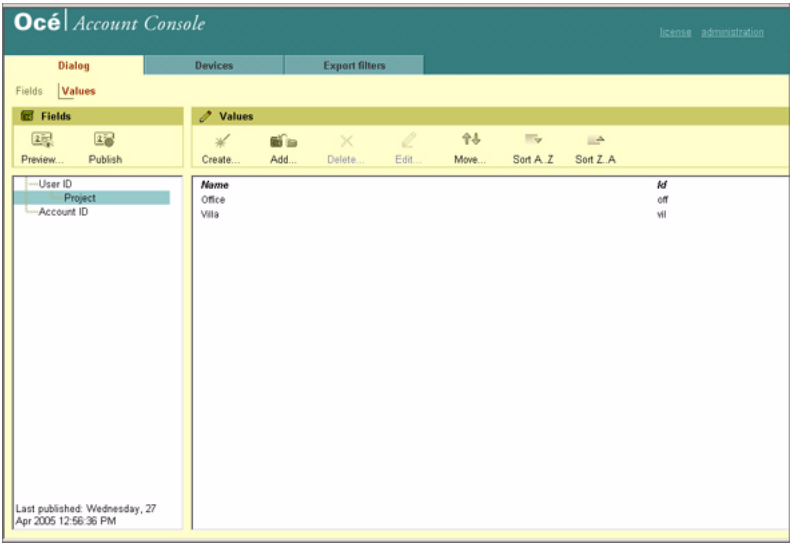
Create the values for the account fields with one or more of the following properties.

- The 'Entry type' of the account field is a 'Dropdown list'
- The 'Entry type' of the account field is a 'Text field' and the 'Content type' is a 'List of values'
- The 'Entry type' of the account field is a 'Password'.

Illustration



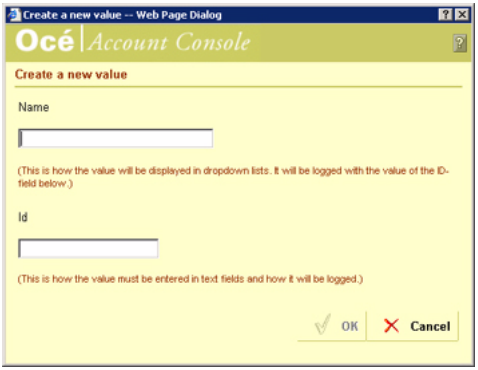
[7] Click the correct parent field. For example, User ID



[8] Click the correct child field lower in the tree. For example, Project.

How to create new values for an account field

1. Click 'Values' on the 'Dialog' tab.
   A tree structure with all fields that have the properties described above is displayed in the 'Fields' section
2. Click the correct parent field. For example, User ID.
3. Click the value to link a value to in the 'Values' section. For example, Jeff.
4. Click the correct child field lower in the tree. For example, Project.
   The child fields are fields that depend on the parent field. Define where the field depends on in the create or edit a field dialog.
   The full path of the field selected in the tree displays in the 'Values' section.
5. Click the 'Create...' button in the 'Values' section.
   The 'Create value' window opens.

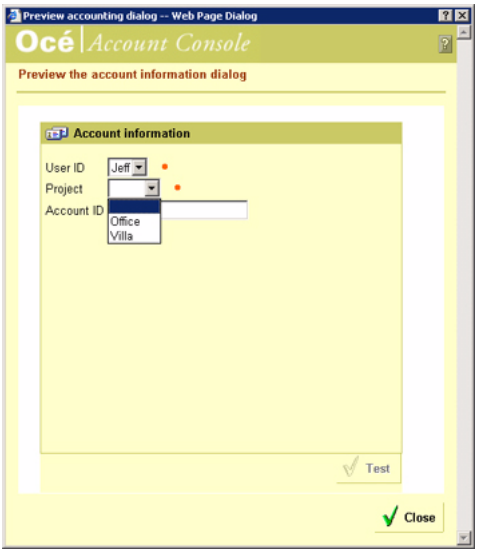

Create a new value -- Web Page Dialog
Océ Account Console
Create a new value
Name
(This is how the value will be displayed in dropdown lists. It will be logged with the value of the ID-field below.)
Id
(This is how the value must be entered in text fields and how it will be logged.)
OK
Cancel

[9] The Create value window

6. Define the 'Name' of the value. For example, Office.
7. Define the unique 'ID' of the value.
   Note: *It is not possible to create a value with an existing ID.*
8. Click 'OK' to confirm the value.
   The 'Create value' window closes.
9. Do the same operation for additional values. For example, Villa.
10. The 'Values' section shows the list of defined values for the field.

Result

According to the example, the User ID Jeff can select the projects Office and Villa in the 'Account information' dialog.



[10] The User ID Jeff can select the projects Office and Villa

How to create new values for an account field with the entry type Password

1. Click 'Values' on the 'Dialog' tab
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section
2. Click the correct parent field. For example, User name.
3. Click the value to link a value to in the 'Values' section. For example, John Smith.
4. Click the child field for the password.
   The full path of the field selected in the tree is displayed in the 'Values' section.
5. Click the 'Create...' button in the 'Values' section.
   The 'Create a new Password' window opens.
6. Enter the correct 'User name'
7. Enter the required password.
8. Enter the password again to confirm.
9. Click 'OK' to confirm the value.
   The 'Create a new Password' window closes.

Add a value

Purpose

Add the existing values for the account fields with the following properties.

- The 'Entry type' is 'Dropdown list' and
- The 'Content type' is 'List of values'.

Note: *You cannot add existing values to a field with the entry type 'Password'*

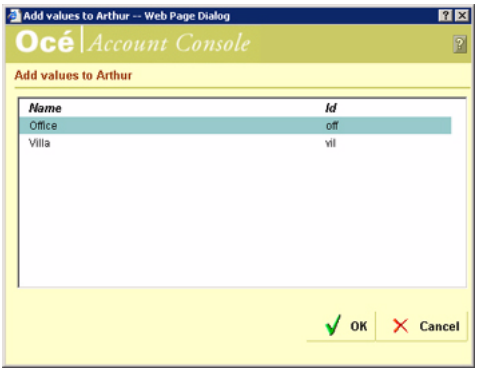
When to do

If the fields depend on the same parent field, you can add the values of the fields to the other child fields.
The 'Add...' function enables the administrator to use the values of a field again in another field. When you use this function, the administrator is not required to create the same values for more than one field.

For example another User ID, Arthur, has project Bridge as a valid project. You can add the values you created for User ID Jeff to the list of projects for User ID Arthur.

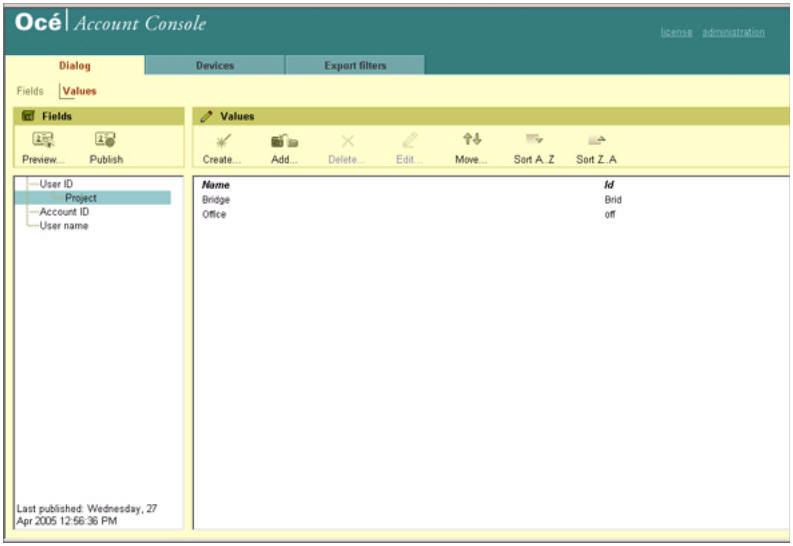
How to add existing values to an account field

1. Click 'Values' on the 'Dialog' tab.
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section.
2. Click the correct parent field. For example, User ID.
3. Click the value in the 'Values' section. For example, Arthur.
4. Click the correct child field lower in the tree. For example, Project.
   The full path of the field selected in the tree displays in the 'Values' section.
5. Click the 'Add...' button in the 'Values' section.
   The 'Add value' window opens.



[11] The Add value window

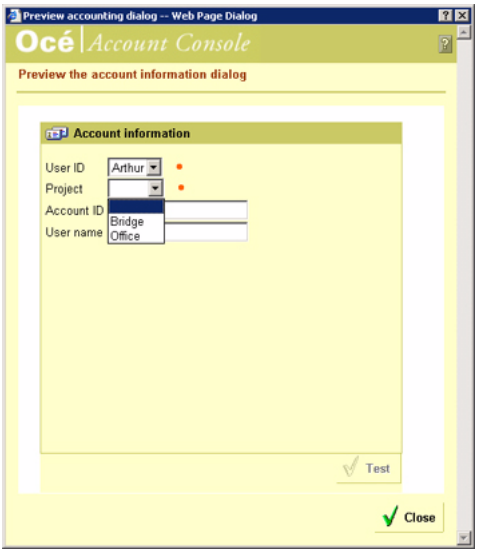
6. Select one or more values from the list of existing values for the account field.
   For example, Office.
7. Click 'OK' to confirm.
   The 'Add value' window closes.
8. The 'Values' section shows the list of defined values for the field.



[12] The Values section shows the list of defined values for the field

Result

According to the example, you have added the project Office to the User ID Arthur. The User ID Arthur can now select the projects Bridge and Office in the 'Account information' dialog.



[13] The User ID Arthur can select the projects Bridge and Office

Manage the account fields

Edit a field

When to do

You can edit the existing account fields to include any changes.

How to edit an account field

1. Click 'Fields' on the 'Dialog' tab.
2. Select an accounting field from the list.
3. Click the 'Edit...' button in the 'Fields' toolbar.
   The 'Edit field' window opens.

[14] The Edit field window

You can edit the same fields as in the 'Create field' window.

4. When ready, click 'OK' to save the changes.

Delete the account fields

When to do

When existing account fields are no longer in use, you can delete the existing account fields.

How to delete the account fields

Attention: *This action also deletes all dependent fields and values.*

1. Click 'Fields' on the 'Dialog' tab.
2. Select the fields to delete.
3. Click the 'Delete' button in the 'Fields' toolbar.
   A confirmation dialog appears.
4. Make sure you selected the correct fields, and click 'OK'.

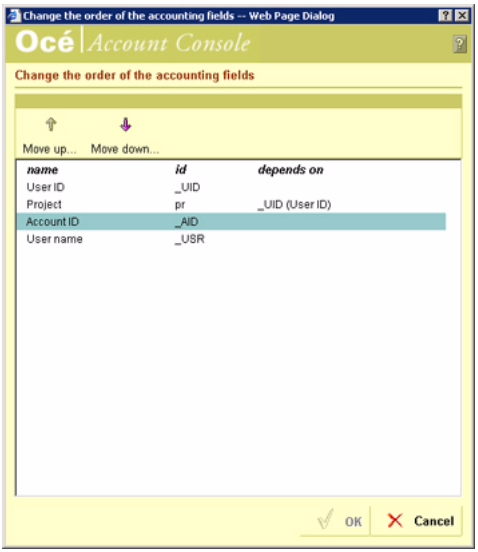
Move

Introduction

You can change the order of the account fields the way they appear in the 'Account information' dialog in Océ Account Logic.

How to move the account fields

1. Click 'Fields' on the 'Dialog' tab.
2. Click the 'Move...' button on the 'Fields' toolbar.
   A window opens where you can change the order of the fields.



[15] The Change order window

3. Select the account field to move.
4. Use the 'Move up' button to move the field up or,
   use the 'Move down' button to move the field down in the list.
5. Click 'OK' to confirm.
   The window closes.

Note: *You cannot move a depending field above the parent field. In the illustration above the Project field cannot be moved above the User ID field. The User ID field is the parent of the Project field.*

Manage the values for the account fields

Edit a value

When to do

You can edit the existing values to include any changes.

How to edit a value

1. Click 'Values' on the 'Dialog' tab
   A tree structure with all fields that have the entry type 'Dropdown list' or the content type 'List of values' is displayed in the 'Fields' section.
2. Click the correct parent field in the tree.
3. Click a value of the parent field in the 'Values' section.
4. Click the required child field lower in the tree.
   The full path of the field selected in the tree is displayed in the 'Values' section.
   The 'Values' section shows the list of defined values for the field.
5. Select the field to edit in the 'Values' section.
6. Click the 'Edit...' button in the 'Values' section.
   The 'Edit value' window opens.
7. Edit the 'Name' of the value.
8. Edit the unique 'ID' of the value.
9. Click 'OK' to confirm the value.
10. The 'Edit value' window closes.

How to edit values for an account field with the Entry type Password

1. Click 'Values' on the 'Dialog' tab
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section
2. Click the correct parent field in the tree.
3. Click the child fields lower in the tree until you reach the required field.
   The full path of the field selected in the tree displays in the 'Values' section.
   The 'Values' section shows the list of defined values for the field.
4. Select the field with the entry type 'Password' to edit in the 'Values' section.
5. Click the 'Edit...' button in the 'Values' section.
   The 'Edit a password' window opens.
6. Enter the correct 'User name'.
7. Enter the required password.
8. Enter the password again to confirm
9. Click 'OK' to confirm the value.
10. The 'Edit a password' window closes.

Delete values

When to do

When a value is no longer in use, you can delete the existing values.

How to delete the values of an account field

1. Click 'Values' on the 'Dialog' tab.
   A tree structure with all fields that have the entry type 'Dropdown list' or the content type 'List of values' is displayed in the 'Fields' section.
2. Click the correct parent field in the tree.
3. If relevant, click the child fields lower in the tree until you reach the required field.
   The full path of the field selected in the tree displays in the 'Values' section.
   The 'Values' section shows the list of defined values for the field.
4. Select the fields to delete in the 'Values' section.
5. Click the 'Delete' button in the 'Values' section.
   A confirmation dialog appears.
6. Make sure you selected the correct fields, and click 'OK'.

   Note: *The 'Delete' action is irreversible.*

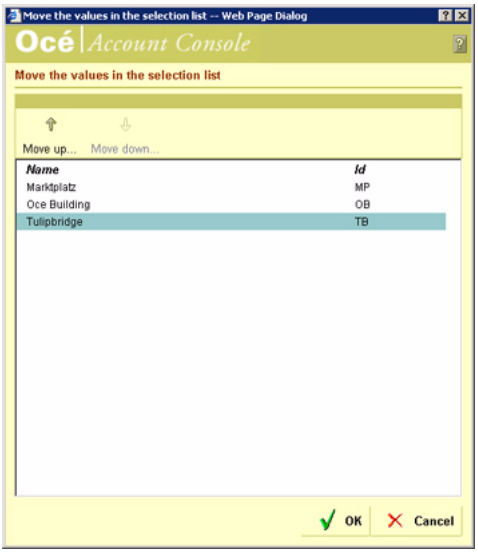
Change the order of the values

Introduction

You can change the order of the values in the list for an account field like they appear in the 'Account information' dialog on Océ Account Logic.

How to move a value

1. Click 'Values' on the 'Dialog' tab.
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section.
2. Click the correct parent field in the tree.
3. If relevant, click the child field lower in the tree until you reach the required field.
   The full path of the field selected in the tree is displayed in the 'Values' section.
4. Click the 'Move...' button in the 'Values' section.
5. The 'Move values' window opens.



[16] The Move values window

6. Select the value to move.
7. Use the 'Move up' button to move the value up or,
   use the 'Move down' button to move the value down.
8. Click 'OK' to confirm.
   The 'Move values' window closes

How to sort the values

1. Click 'Values' on the 'Dialog' tab.
   A tree structure with all fields that have the described properties is displayed in the 'Fields' section.
2. Click the correct parent field highest in the tree.
3. If relevant, click the child field lower in the tree until you reach the required field.
   The full path of the field selected in the tree displays in the 'Values' section.
4. Click the 'Sort A..Z ' button to sort the values in an ascending alphabetical order.
   Click the 'Sort Z..A' button to sort the values in a descending alphabetical order.

Use Account information fields from third party applications

Publish fields from third party applications

Definition

You can use fields and values from third party applications. You can set Océ Account Console to publish these fields and values automatically for Océ Account Logic.

Please contact your local Océ representative for more information about fields and values from third party applications.

How to use fields and values from third party applications

From defined third party accounting applications you can publish fields for the account dialog to Océ Account Console.
Select 'Publish fields and values automatically when other applications have populated Océ Account Console' to publish the fields for Océ Account Logic without administrator action.

When you do not select this check box, use the 'Publish' button in the main window to publish the fields for Océ Account Console.

After you publish the fields, retrieve the new account information structure in Océ Account Logic to make the dialog available for the users.

Make the Account information dialog available in Océ Account Logic

Introduction

Introduction

The 'Account information' dialog allows users to specify accounting information for each print, copy or scan-to-file job in Océ Account Logic. A bookkeeper collects this information periodically in Océ Account Console. The bookkeeper exports the data to create accounting reports.

The administrator is responsible for the creation, management and distribution of the 'Account information' dialog.
Do the following to create the 'Account information' dialog for the Océ Account Logic users.

Create the Account information dialog

1. Create the account fields.
2. Define the order of the account fields.
3. Create valid values for the account fields.
   Note: *Do not use Océ Account Console to create or edit the fields, values or devices in parallel by multiple administrators. Multiple changes at the same time can cause an inconsistent system.*
4. Preview and test the 'Account information' dialog.
5. Create the devices in Océ Account Console. This action is necessary to enable Océ Account Console to automatically update the accounting dialog in Océ Account Logic on these devices.(see '*Create a new device*' on page *65*)
6. Publish the 'Account information' dialog to make it available for Océ Account Logic.

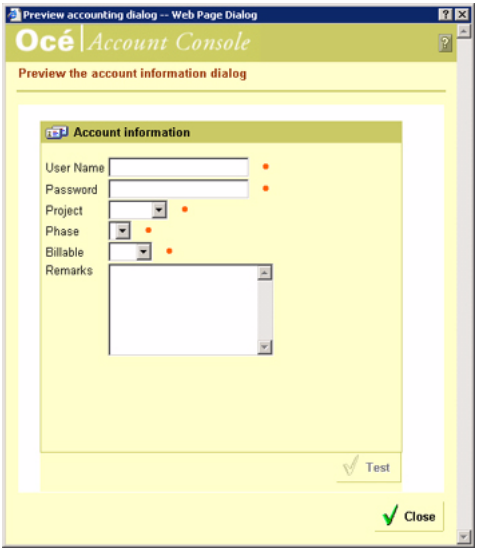
Preview

When to do

You can preview and test the 'Account information' dialog.

Before you make the 'Account information' dialog available for Océ Account Logic, test the dialog to see if all fields have valid values.

Illustration



[17] An example of the Preview window

How to preview the Account information dialog

1. Click 'Values' on the 'Dialog' tab.
2. Select an account field from the list.
3. Use the 'Preview...' button in the toolbar to open the 'Preview' window.
   The 'Preview' window shows the 'Account information' dialog like it will display on Océ Account Logic.
4. Enter the required information in the fields.
   Note: *The users must enter a value 'ID' in the following condition.*
   - The 'Entry type' is a 'Text field', and
   - The 'Content type' is a 'List of values'.
     Only the value IDs the administrator defines are valid.

5. Click 'Test'.
   The following can occur.
   - When you have filled all fields with correct values, a dialog displays with 'OK!'
   - When the 'Account information' dialog has fields with values that are not correct, a dialog displays with the first field that has a wrong value.

   Note: *The field 'User name' requires the user to enter the field ID defined by the administrator in the following condition.*
   When the 'Entry type' is a 'Text field', and
   when the 'Content type' is a 'List of values'.

Make the Account information dialog available for Océ Account Logic

When to do

After you use the preview to make sure that the fields have valid values, you can make the 'Account information' dialog available in Océ Account Logic. The following two actions are required to make the 'Account information' dialog available in Océ Account Logic.

- Publish the 'Account information' dialog from Océ Account Console.
- Retrieve the 'Account information' dialog in the 'Administration' window of Océ Account Logic.

Note: *You can make the account information dialog automatically available with the 'Update dialog' task.*

How to make the Account information dialog available for Océ Account Logic

1. Use the 'Publish' button to publish the 'Account information' dialog.
   The 'Publish' button is available in the following locations on the 'Dialog' tab.
   - The toolbar in the 'Fields' screen.
   - The toolbar on the 'Values' screen.
2. A confirmation dialog appears.
   Click 'OK' to publish the 'Account information' dialog.
3. If the automatic update setting for the device is enabled, the new dialog is automatically made available to Océ Account Logic on the device.
   If the automatic update setting is disabled, you can manually retrieve the account information dialog in Océ Account Logic.

Create and manage the Océ devices

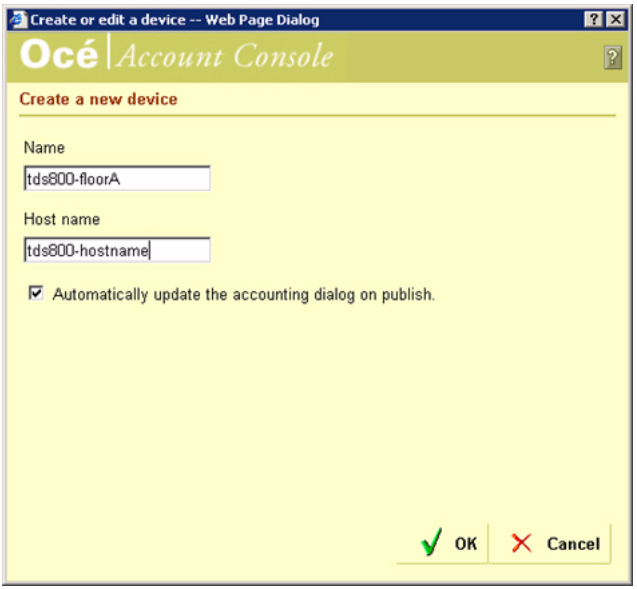
Create a new device

Purpose

When the users enter account information for the jobs done on the printers (and or scanners), you can use Océ Account Console to retrieve the account data. Before you can retrieve the log data, create a device. You can only retrieve the log data for a device when the device is present in the list.
When you set the 'Auto update' option, Océ Account Console updates the account dialog remotely when you click 'Publish'.

How to add a device to the list

1. Click 'Devices' on the 'Devices' tab.
2. Click the 'Create...' button in the 'Devices' section.
3. The 'Create a new device' window opens.



[18] The Create a new device window

Enter the following information.

- The 'Name' of the device.
- The 'Host name' of the device on the TCP/IP network as defined in the Océ Settings Editor.
- The 'Auto update' option of the device. This option allows Océ Account Console to automatically update the accounting dialog in Océ Account Logic on the device.

4. After you define all elements, click 'OK'.

Edit a device

Purpose

You can edit an existing device when,

- the 'Name' of the device changes,
- the 'Host name' of the device changes, or
- the 'Auto update' option changes.

How to edit an existing device

1. Click 'Devices' on the 'Devices' tab.
2. Select the device of which you want to edit the settings.
3. Click the 'Edit...' button in the 'Devices' section.
4. The 'Edit devices' window opens
   You can edit the following
   - The 'Name' of the device
   - The 'Host name' of the device on the TCP/IP network.
   - The 'Auto update' option of the device.
5. After you define all elements, click 'OK'.

Delete devices from the list

When to do

When account data are not required from some devices, you can delete the devices from the list.

Before you begin

When you delete a device, the system also deletes all the retrieved log files of that device. Before you delete a device, make sure you export the log files.

How to delete devices

1. Click 'Devices' on the 'Devices' tab.
2. Select the devices to delete.
3. Click the 'Delete' button in the 'Devices' section.
   A confirmation dialog appears.
4. Make sure you selected the correct devices, and click 'OK'.

Note: *The delete action is irreversible.*

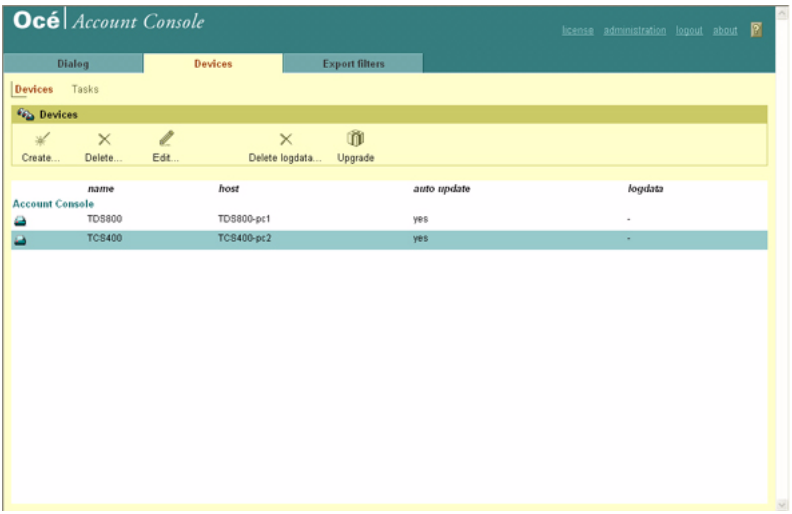
Upgrade a device

Purpose

Use the upgrade option to install the newest version of Océ Account Logic on a device.

Note: *The Océ Power Logic® controller is not accessible during the installation. If an error occurs, Océ Account Console displays a message. Read the message carefully and follow the instructions. Océ Account Console asks you to restart the Océ Power Logic® controller, at the end of the installation .*

Illustration

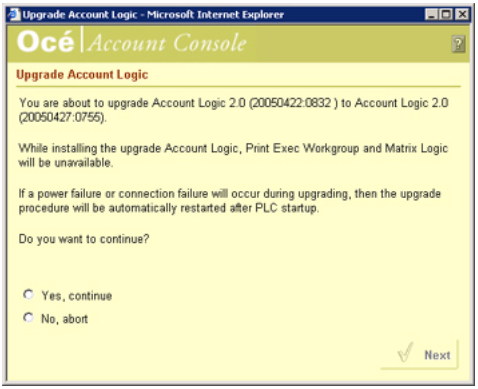


[19] Upgrade option in the Deices toolbar

How to upgrade a device

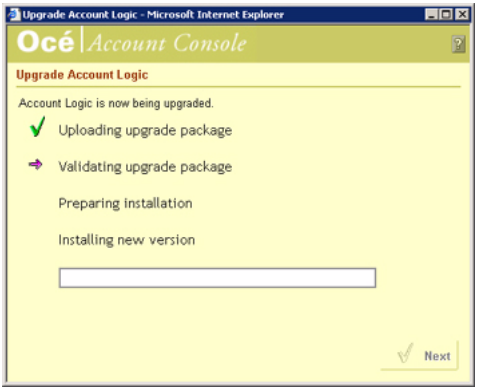
1. Click the 'Devices' tab.
2. Select a device from the list.
3. Click the 'Upgrade' button in the toolbar.

The 'Upgrade Océ Account Logic' window opens.


Upgrade Account Logic - Microsoft Internet Explorer
Océ Account Console
Upgrade Account Logic
You are about to upgrade Account Logic 2.0 (20050422:0832) to Account Logic 2.0 (20050427:0755).
While installing the upgrade Account Logic, Print Exec Workgroup and Matrix Logic will be unavailable.
If a power failure or connection failure will occur during upgrading, then the upgrade procedure will be automatically restarted after PLC startup.
Do you want to continue?
Yes, continue
No, abort
Next

[20] Upgrade Océ Account Logic window

4. Click 'Yes, continue'.
5. Click 'Next' to continue.
6. The upgrade is started. You can check the progress in the following screens.



[21] Upgrade progress

7. When the upgrade process is finished you can reboot the Océ Power Logic® Controller.

Result

The newest version of Océ Account Logic is available on the device.

Retrieve the account data

Retrieve the account data from a device

Introduction

After you add a device, a 'Retrieve log data' and an 'Update dialog' task appears in the task tab.

Use one of the two following methods to retrieve the account data from a device.

- 'Manual'
- 'Scheduled'.

Before you begin

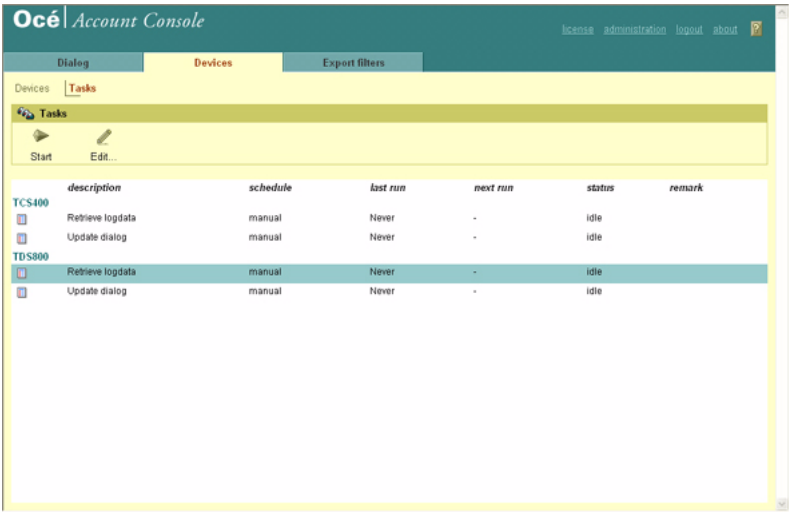
Make sure that the devices are turned on and that you created a list of devices.

Use the 'Create a device' window or the 'Edit device' window to define one of the following.

- Retrieve the account data manually
  Use the procedure described below to retrieve the account data.
- Retrieve the account data automatically according to a schedule.

How to retrieve the account data from a device manually

1. Click 'Tasks' on the 'Devices' tab.
2. Select the 'Retrieve log data' task of the device of which you require the account data.

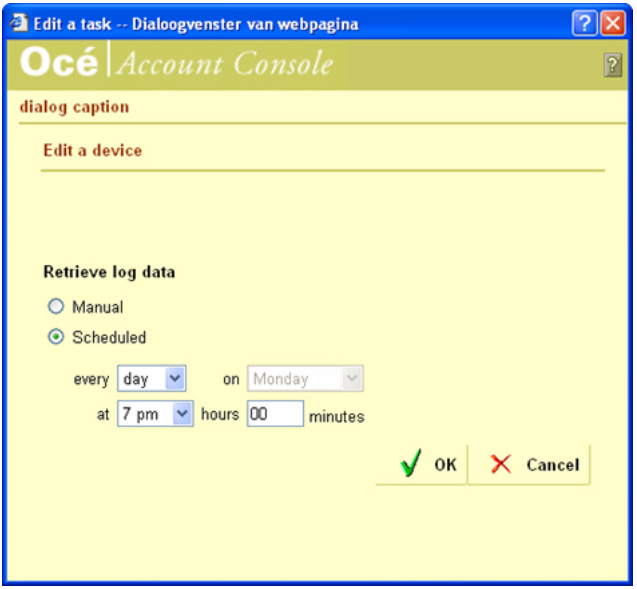


[22] Select the devices of which you require the account data.

3. Click the 'Start' button in the 'Tasks' section.
   The log files are retrieved from the device.
4. Click the 'Refresh' link and check the 'Status' of the task. If the 'Status' is still unchanged, click the 'Refresh' link again to update the status.

How to automatically retrieve the account data at the defined interval and time

1. Click 'Tasks' on 'Devices' tab.
2. Select the device of which you need to retrieve the account data automatically.
3. Click the 'Edit...' button in the toolbar.
   The 'Edit device' window appears.
4. Use the radio buttons to define the workflow for account data retrieval.



[23] Manual or scheduled retrieval

-When you select 'Manual', use the 'Start' button in the 'Tasks' section to retrieve the logs.
-When you select 'Scheduled', the system automatically retrieves the account data at the defined interval and time.
Use the drop down lists to define the time interval of the log data retrieval.
-When you select 'Every week', you must select the correct 'Day'.
-When you select the correct day, define the time of the day when the account log data is retrieved.
Note: *The Océ Power Logic® controller deletes the log files after a maximum of 7 days. Make sure you retrieve the log files from the controller before the controller deletes the log files. Define the number of days after which the Océ Power Logic® controller deletes the log files in the setting Path:* ***KO - System - Logging - File age*** *in the Océ Settings Editor.*
It is strongly advised to use a daily retrieval of account data to avoid loss of data.

Result

When you select 'Scheduled', the system automatically retrieves the log data at the defined interval and time.

Administer Océ Account Logic

The Administration window

Definition

Introduction

The 'Administration' window in Océ Account Logic enables the administrator to do the following.

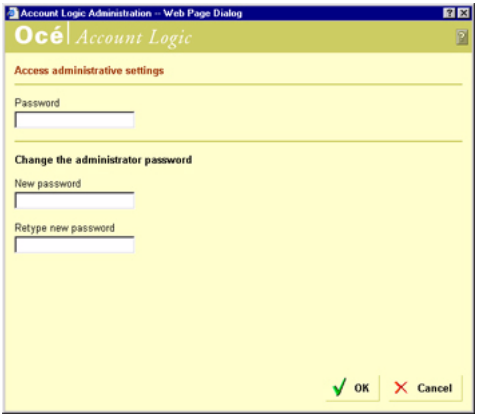
- Retrieve a new account information structure from Océ Account Console
- Define the account information requirements for the jobs
- Define the remote access settings
- Define the workflow for the print jobs with only the user ID and the account ID defined as account information
- Define if local clients are allowed to retrieve the account dialog.

The logon window

Introduction

Access to the 'Administration' window is limited to the administrator. When you click on the 'Administration' link in the upper right corner of the main window, a logon window appears.

After you enter the correct password, click the 'OK' button to open the 'Administration' window. Click the 'Cancel' button to return to the main window.



[24] The logon window

The Change the password section

Field	Function
'Password'	Enter the correct password. **Note:** *The default password is empty.*
'Change the administrator password'	Check this box to change the password then you enter the correct password in the 'Password' field. You are required to enter the password two times.

Retrieve a new account information dialog

Introduction

The administrator defines the 'Account information' dialog in Océ Account Console. Use the following procedure to retrieve the 'Account information' dialog published in Océ Account Console.

Note: *This procedure is not necessary if the automatic update feature of the device is activated in Océ Account Console (see 'Create a new device' on page 65).*

How to retrieve a new account information structure

1. Click on the administration link in the upper right corner of the main window of Océ Account Logic.
   A logon screen appears.
   Note: *Access to the administration window is limited to the administrator.*
2. Log on as administrator.
3. Enter the host name of the system where 'Océ Account Console' is installed in the 'Océ Account Console' field.
4. Enter the port number for the communication with the system where 'Océ Account Console' is installed in the 'Océ Account Console' field.
   Note: *The default port number is 8001.*
5. Click the 'Retrieve' button, to retrieve the new account dialog from Océ Account Console.
6. When ready, click 'OK'.

Result

A dialog box tells you if the retrieval was successful. The 'Account information' dialog now contains the fields defined in Océ Account Console

If the retrieval was not successful, make sure that the server that runs Océ Account Console is available.

If the retrieval was successful, click 'OK' to close the administration window.

Define the account information requirements for the jobs

Purpose

Note: *Make sure that the job management setting in the Océ Settings Editor is set to Jobs to Inbox.*
Define the following.

- 'Entering account information is required'
  The jobs are only valid when the required account information is entered.
  The user can unlock the scanner after the required account information is entered for the copy jobs and scan-to-file jobs.
  The print jobs that do not have valid account information remain in the inbox until the user enters the valid account information.
- 'Entering account information is optional'
  The user is not required to enter account information.
  Check the check box to enable the 'Account information' dialog.
- 'Entering account information is not allowed'.
  The 'Account information' dialog is not available for the users.
- 'The scanner locks when the scanner panel timeout expires'
  The scanner locks automatically after scanner panel timeout expires. The user is required to unlock the scanner for the copy jobs and scan-to-file jobs.
  Define the scanner panel timeout in the Océ Settings Editor (Path: **KO - Scanner - Settings - Timers - Panel timeout**).
- 'The scanner always locks when switched on'
  The scanner locks automatically after the scanner is switched on. The user is required to unlock the scanner for the copy jobs and scan-to-file jobs.

Note: *If many users use the system, you can choose to set the panel timeout to the minimum value (30 seconds). If you have a dedicated operator, it is not necessary to set the operator panel time-out to a minimum value. You can also choose to deselect the setting in this situation.*

Define the account information requirements for the jobs

1. Click on the administration link in the upper right corner of the main window.
   A logon window appears.
   Note: *Access to the administration window is limited to the administrator.*

2. Log on as administrator.
3. Use the radio buttons in the 'Copy jobs and scan-to-file jobs' field to define the account information requirements for the jobs done on the scanner.
   'The scanner locks when the scanner panel timeout expires' and the 'The scanner always locks when switched on' settings are check boxes. You can enable this settings with any requirement for the jobs done on the scanner.
4. Use the radio buttons in the 'Print jobs from the inbox' field to define the account information requirements for the print jobs in the inbox.
5. Use the radio buttons in the 'Print jobs from the history queue' field to define the account information requirements for the print jobs in the history queue.
6. When ready, click 'OK'.

Define the remote access settings

Purpose

Define which tabs are available for remote users of Océ Account Logic.

Note: *Use Microsoft© Internet Explorer 5.5 SP2 or higher to access Océ Account Logic from a remote workstation.*

How to define the tabs which are available on remote browsers

1. Click on the administration link in the upper right corner of the main window.
   A logon window appears.
   Note: *Access to the administration window is limited to the administrator.*
2. Log on as administrator.
3. Use the check boxes in the 'Remote access' field to define which tabs are available on remote browsers.
   Select one of the following.
   - The tab 'Copy & File' is available on remote browsers.
   - The tab 'Print' is available on remote browsers.

   Note: *Remote use is only useful for print jobs (to complete the missing accounting information or to reprint from the history queue with accounting information). For copy and scan jobs you need to be at the device and therefore remote use is less relevant.*
4. When ready, click 'OK'.

Print jobs with only the user ID and the account ID defined as account information

Introduction

A number of applications can send the account information in a separate job or inside the print job. The device needs to know where to look for the accounting data to validate the job.

When to do

When you use basic account logging, only the account ID and the user ID are defined as account information fields.
When you use basic account logging, some applications, like printer drivers, can send the account information within the print job.
When you use basic account logging, this field allows you to define where the device validates the account information.

Define the workflow

1. Click on the administration link in the upper right corner of the main window. A logon window appears.
   Note: *Access to the administration window is limited to the administrator.*
2. Log on as administrator.
3. Use the check boxes in the 'Print jobs with only the user ID and the account ID defined as account information' field to define the workflow.
   Select the following.
   - Validate the account information inside the print job
   - Validate the account information inside a separate account job.
     Only disable the 'Validate the account information inside a separate account job' check box when your network does not contain applications that send the account information in a separate job.
4. When ready, click 'OK'.

Allow local clients to retrieve the accounting dialog

Large accounting dialogs can cause a decreased performance of the Océ Power Logic® Controller. Océ Print Exec Workgroup is responsible for this situation. It uses most of the memory capacity to load this accounting dialog.
To prevent this situation, this interface setting has to be deselected.
Océ Account Logic will not pass the dialog to Océ Print Exec Workgroup. Océ Print Exec Workgroup will then show the default dialog. As a consequence, Océ Print Exec Workgroup jobs will remain in the inbox. Users must supply the account information with Océ Account Logic.

Chapter 5
Océ Account Center for users

Introduction

The administrator has configured in Océ Account Logic if and how users have to provide accounting information. There is a difference between copy and scan jobs, print jobs and already printed jobs ('History queue').
For each type of job there are three possibilities.
-'Entering account information is required'
-'Entering account information is optional'
-'Entering account information is not allowed'. Not allowed means that you cannot enter account information. Printing, scanning or copying is done without accounting information.

Print jobs can be submitted with the correct accounting information right away. Print jobs that do not have the correct accounting information stay in the Inbox. The user has to define the correct accounting information with Océ Account Logic.
The table below describes how the user has to use Océ Account Logic for both print jobs and copy/scan jobs.

Appearance of the accounting dialog	**Option defined by the administrator**
Copy/scan jobs The accounting information fields are visible and must always be entered. The 'Lock scanner' and the 'Unlock scanner' buttons are also available.	'Entering account information is required'
Print jobs (from Inbox and History Queue) The accounting information fields are visible and must always be entered. When valid accounting information is entered, the 'Print' button is enabled. If you want to delete the entered accounting information, press the clear button.	

Appearance of the accounting dialog	Option defined by the administrator
Copy/scan jobs The following situations can occur. ■ A check box is displayed. When left unchecked the accounting information fields are greyed out. Only the 'Lock scanner' and the 'Unlock scanner' buttons are available. ■ The check box is checked. The accounting information fields are displayed. Entering information is required. The 'Lock scanner' and the 'Unlock scanner' option are also visible.	'Entering account information is optional'
Print jobs The following situations can occur. ■ A check box is displayed. When left unchecked the accounting information fields are greyed out. Select the job and press 'Print'. ■ The check box is checked. The accounting information fields are displayed. Entering information is required. Select the job, enter the accounting information and press 'Print'. If you want to delete the entered accounting information, press the clear button.	
Copy/scan jobs Only the 'Lock scanner' and the 'Unlock scanner' buttons are available. The accounting informaton fields are not displayed.	'Entering account information is not allowed'
Print jobs No buttons are available. Printing has to be done through the Océ Queue Manager.	

Note: *A red dot indicates a required field.*

Enter account information for the print jobs

Print jobs

Enter accounting information for the print jobs

Enter the accounting information in one of the following locations.

Where
The print job submission software. for example Océ Print Exec Workgroup (LT).
The Océ Windows Printer Driver.
A third party accounting information dialog.
The Print tab in Océ Account Logic ■ The 'Inbox' section. ■ The 'History' queue section.

The print tab in Océ Account Logic

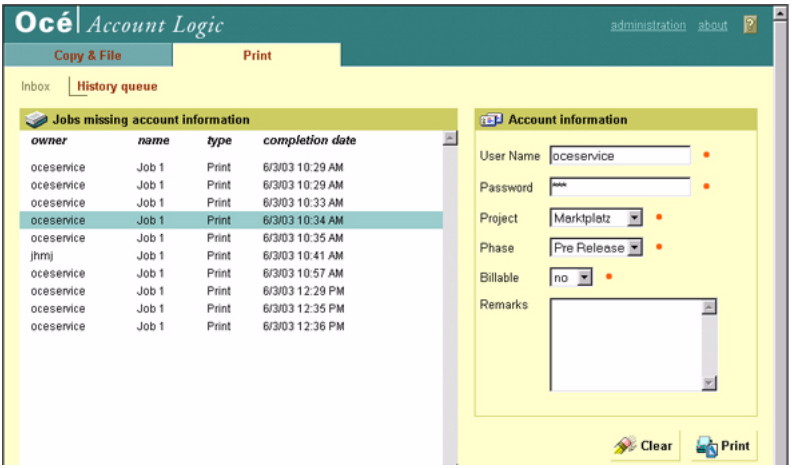
Definition

The print tab has the following two screens.

- 'Inbox'
  This section displays the jobs in the inbox on the Océ Queue Manager which do not have valid account information.
- 'History queue'.
  This section displays the jobs in the history queue on the Océ Queue Manager that have been printed.

The 'History queue' on the print tab contains a list with all the printed jobs. To print a job again, you need to enter new account information. Enter the valid account information for the print jobs in the 'Account information' dialog.

Illustration



[25] The print tab

The jobs missing account information section

The 'Jobs missing account information' section displays the jobs in the inbox or history queue that do not have valid account information.

The 'Jobs missing account information' section displays the following information.

- The name of the user who sent the job.
- The name of the job.
- The type of job (a copy job or a print job).
- The date when the job was received (in the 'Inbox') or printed ('History queue').

The application refreshes the list of jobs that do not have account information automatically.

Overview of the Account information dialog

Enter the account information for your print jobs in the 'Account information' dialog.

A red dot indicates a required field.

The content of the 'Account information' dialog depends on the account information requirements defined by the administrator.
When the administrator has defined that it is optional to enter account information, a check box is displayed.
When the check box is not checked, only the 'Print' button is available.
When the check box is checked, the 'Account information' dialog is available.
When the administrator has defined that it is always required to enter account information, the check box is not visible.

The types of fields in the Account information dialog

The 'Account information' dialog can have the following types of fields.

- 'Text' field
  Enter free text.
  The administrator can have defined the required values.
- 'Multiline text' field.
  Enter free text.
  Use 'Multiline text' field, for example, for a remarks field.
- 'Dropdown list'.
  Select a value from a dropdown list.
- 'Password'.
  Enter free text. The entered characters are not visible and shown as asterisks.

Note: *A red dot indicates a required field. The field User name requires the user to enter the field ID defined by the administrator.*

Manage the print jobs that do not have valid account information

Introduction

Print jobs that are sent without valid account information are stored in the 'Inbox'. You can check the print jobs and if required, send the print jobs again. Please make sure that the accounting information is filled out.

Jobs that are in the 'History queue' were successfully printed. You can access a printed job and reprint the job, this time with different account information.

How to print the print jobs that do not have valid accounting information

1. On the 'Print' tab, click the 'Inbox' queue.
2. Select a job in the list with the jobs that are missing valid account information.
3. Enter the correct account information in the 'Account information' dialog.
4. Click 'Print' to send the job to the print queue.

How to reprint jobs from the History queue

1. On the 'Print' tab, click the 'History queue'.
2. Select a job in the list.
3. Enter the correct account information in the 'Account information' dialog.
4. Click 'Print' to send the job to the print queue.

Enter account information for the copy jobs and the scan-to-file jobs

Account information dialog

Introduction

The account information dialog enables you to add accounting information to each copy, print or scan-to-file job. You can use this account information to generate accounting reports to calculate costs.
Depending on the administrator settings in Océ Account Logic® , different information can be displayed in the account information dialog.

Definition

Enter the account information for your copy jobs or scan-to-file jobs in the 'Account information' dialog.

Appearance of the accounting dialog	Option defined by the administrator
The accounting information fields are visible and must always be entered. The 'Lock scanner' and the 'Unlock scanner' buttons are also available.	'Entering account information is required'
The following situations can occur. ■ A check box is displayed. When left unchecked the accounting information fields are greyed out. Only the 'Lock scanner' and the 'Unlock scanner' buttons are available. ■ The check box is checked. The accounting information fields are displayed. Entering information is required. The 'Lock scanner' and the 'Unlock scanner' option are also visible.	'Entering account information is optional'
Only the 'Lock scanner' and the 'Unlock scanner' buttons are available. The accounting informaton fields are not displayed.	'Entering account information is not allowed'

Copy jobs or scan-to-file jobs

Introduction

Enter the account information for your copy jobs or scan-to-file jobs in the 'Account information' dialog on the 'Copy & File' tab of Océ Account Logic.

Enter account information for the copy jobs or scan-to-file jobs jobs

1. Enter the account information in the fields of the 'Account information' dialog. (see '*Account information dialog*' on page *91*)
2. Click the 'Unlock scanner' button.
3. The scanner is ready for use.

Chapter 6
Océ Account Center for Special users: bookkeepers

Before you begin

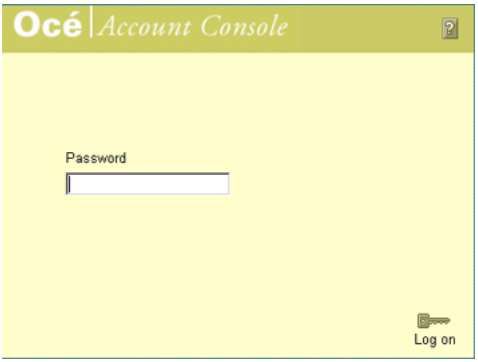
Log on to Océ Account Console

Introduction

Access to Océ Account Console is password protected.

Take the following steps to logon to Océ Account Console.

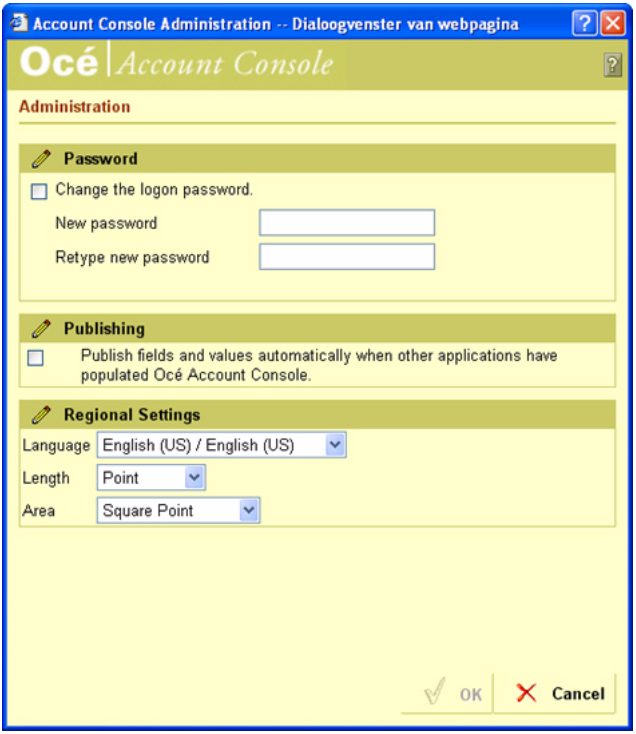
- Start the Microsoft® Internet Explorer application on you local workstation or on the server where Océ Account Console is installed.
- Enter the correct address in the address bar.
- Enter the correct password in the field.
- Click 'Log on' to access Océ Account Console.



[26] logon window

Note: *The default password is empty.*

Illustration



[27] The administration window

How to change the password

Take the following steps to change the password.

- Click the 'Administration' link in the upper right-hand corner of the main window to access the 'Administration' window.
- Click the check box to enable the option.
- Change the password in the 'Change the password' section.
- Retype the new password to confirm the password.
- Click 'OK' to confirm or 'Cancel' to reject the changes.

Note: *The administrator and the bookkeeper have to use the same password.*

How to activate publishing

Instead of manually defining the accounting dialog, you can also upload the dialog from an external application. The uploaded accounting dialog is automatically published when this setting is enabled.

How to change the settings for Océ Account Center

Take the following steps to define the settings.

- Click the arrow of the drop down list to select the language of your choice.
- Click the arrow of the drop down list to select the unit in which sizes the print width and length are expressed in the log file.
- Click the arrow of the drop down list to select the unit in which the used media area in the exported log data is expressed.
- Click 'OK' to confirm or 'Cancel' to reject the changes.

Note: *The values you select for the Length setting and the Area setting are used in the exported log data.*

Log out from Océ Account Console

1. Click on the 'Logout' link in the upper right corner of the main window.
2. Click 'OK'.

Export the account log data

Create and manage the export filters in Océ Account Console

Introduction export filters

Introduction

You have to export data from Océ Account Console to make the data available for bookkeeping purposes. With an export filter you can export the data per device for a specified time period.
You can for example export all the data retrieved from the Océ TDS800 in the month of May 2005.
Océ Account Console has three standard export filters. These filters are described in the table below.

Note: *The standard filters cannot be modified or deleted.*
Additional filters can be created by the customer. These custom export filters always deliver the data in CSV format.

List of standard filters

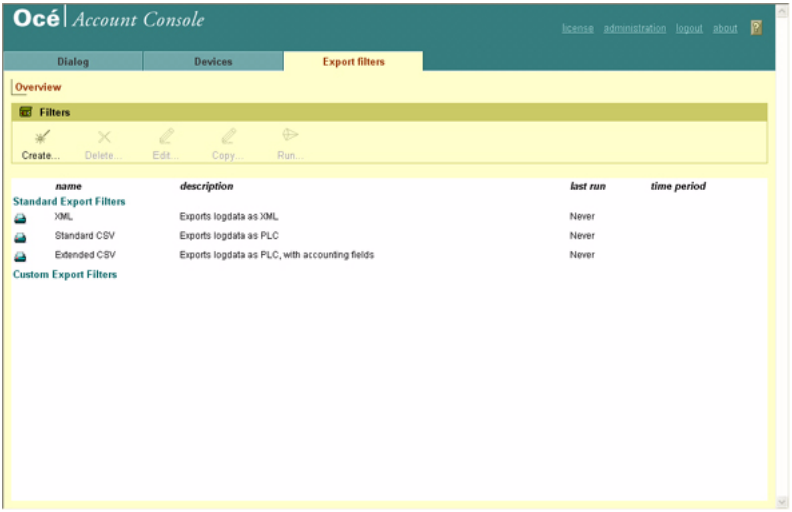
Filter	Description
XML	This filter exports the standard fields and all the additional fields defined in Océ Account Console in XML (Extensible Markup Language) format.
Standard CSV	This filter exports only the standard fields of the Océ Power Logic® controller account logging. The User ID (_UID) and Account ID (_AID) validated in Océ Account Logic replace the User ID and Account ID in the standard log file.
Extended CSV	This filter exports the standard fields of the Océ Power Logic® controller account logging and all the additional fields defined in Océ Account Console.

Create a new export filter

Purpose

The bookkeeper defines the export filters. An export filter specifies the account information fields that are included and stored in the account log data.

Illustration



[28] Export filters tab

How to create a new export filter

1. Click the 'Export filters' tab.
2. Click the 'Create...' button to open the Create filter window.
3. Enter a name to identify the filter.
4. Enter a description with the details of the filter. This information is visible in the description column in the list of export filters.
5. Select the fields to export.
6. Define the general filter settings.
   - Indicate which encoding you prefer. Choose the encoding to correctly display special characters that occur in certain languages.
   - Indicate how the information must be separated into columns.
   - Click 'OK' to confirm or 'Cancel' to reject your entries.

Delete an export filter

Purpose

If an export filter is no longer used, you can delete the export filter. Please note that you can only delete custom export filters. the standard export filters annot be changed or deleted.

Note: *You cannot restore a deleted export filter. There is no undo function available.*

Illustration

How to delete an export filter

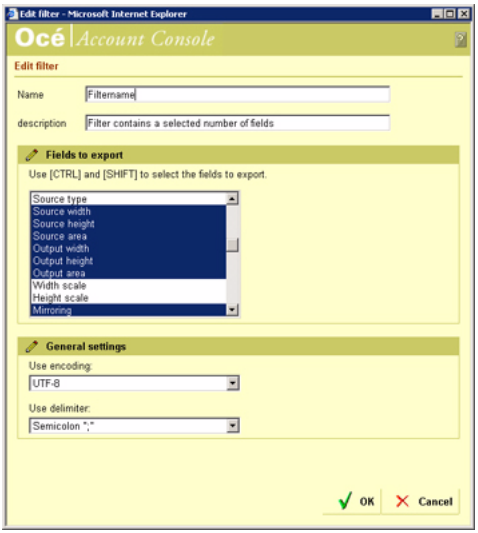
1. Click the 'Export filters' tab.
2. Select an export filter from the list of custom export filters.
3. Click the 'Delete' button.
   A dialog appears.
4. Click 'OK' to confirm your choice or 'Cancel' to reject the action.

Edit an export filter

Purpose

You can change the name, description and fields that are exported in the export filter. You can also change the general settings of the export filter to make the data acceptable for other applications.

Illustration



How to edit the export filter

1. Click the 'Export filters' tab.
2. Select an export filter from the list.
3. Click 'Edit...' in the toolbar to open the Edit filter dialog.
4. Change the name and/or description of the export filter.
5. Add or delete a field.
6. Change the 'General settings'.
7. Click 'OK' to confirm or 'Cancel' to reject the changes.

Copy an export filter

Purpose

If you want to create an export filter that is almost identical to an existing filter you can use the 'Copy...' function.
Next, you can edit the name and the required fields to adapt the export filter instead of having to create an export filter from scratch (see ‘*Edit an export filter*’ on page *103*).

How to copy an export filter

1. Click the 'Export filters' tab.
2. Select an export filter from the list.
3. Click the 'Copy...' button in the toolbar.
   A dialog appears.
4. Click 'OK' to confirm and 'Cancel' to reject this action.

Note: *Make sure that the export filter has a unique name and an informative description.*

Result

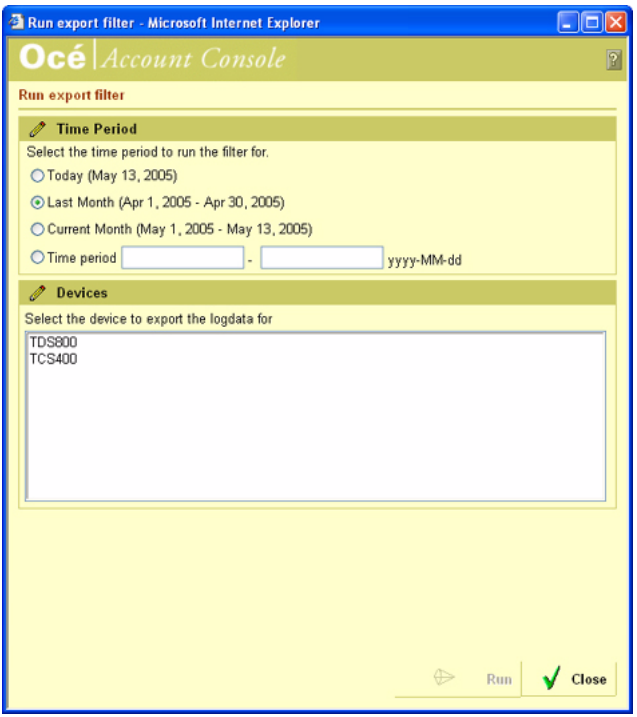
A copy of the selected export filter is added to the list. The export filter has a unique name. You can use the 'Edit...' function to customise the filter settings.

Run an export filter

When to do

After you define the settings for the export filter, you can run the export filter.

Illustration



How to run the export filter

1. Click the 'Export filters' tab.
2. Select an export filter from the list.
3. Click the 'Run...' button in the toolbar to open the Run filter dialog.
4. You can select a time interval to run the filter. With the 'Time period' field you can indicate the time interval for the account data to export.
5. In the 'Device selection' list, you can select the device that you want to export the log data for.
6. Click 'Run' to confirm or 'Close' to reject the changes.

Manage the log files

Delete log data

When to do

After you process the data from the log files and you do not require the log files any more, delete the log files.

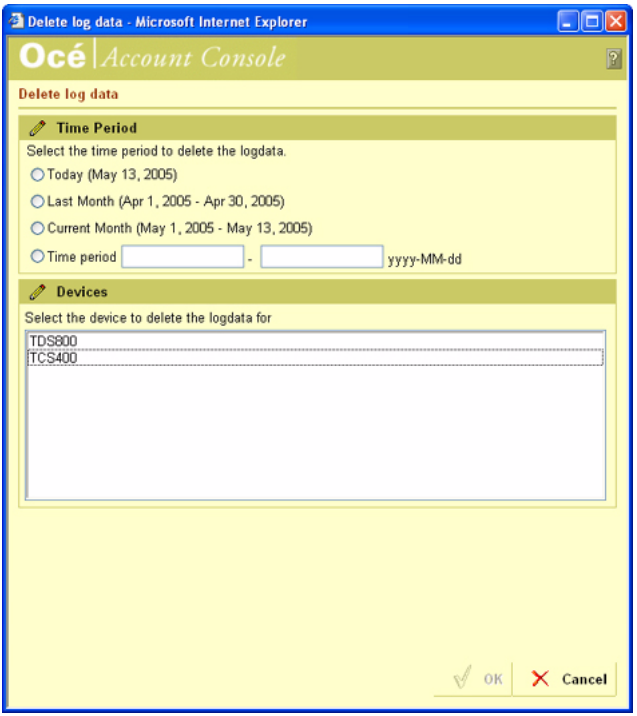
Illustration

[29] Delete log data

How to delete log data from Océ Account Console

1. Click the 'Devices' tab.
   A list with all the devices defined in Océ Account Console is displayed in the 'Devices' section.
2. Select a device from the list.
3. Click the 'Delete log data' button in the toolbar.

The delete log data window appears.



[30] Delete the log data

4. Select the time period or define a time period manually.
5. Select a device again.
6. Click 'OK' to confirm or 'Cancel' to reject the changes.

Note: *The action is irreversible.*

Appendix A
Appendix

Description of the fields in the account log file

Introduction

This section describes all the fields that can be exported from Océ Account Console, excluding the accounting fields defined with Océ Account Console.

Structure of the output of the Standard CSV export filter

If you use the Standard CSV export filter you will get the standard fields for the Océ Power Logic® Controller account logging in a CSV file.
The User ID (_UID) and Account ID (_AID) validated in Océ Account Logic replaces the User ID and Account ID in the standard log file on the Océ Power Logic controller.

You can use the data in the CSV file in any spreadsheet application. The first line contains the titles of columns that match with the names of the fields.

Each line of text is a record. An account log record (1 line) is generated for each output page. A job that has several pages of output will have a similar number of account log records.

All records that are part of a single job will have the same value for the 'Job Unique ID' field. The 'Job Unique ID' field is part of each record and is unique for each job in the file. Use the 'Job Unique ID' field to collect records that are part of a single job and to calculate the totals for the whole job.

The first field in each record is a 4-digit number in ASCII, which identifies the record type. The fields in a record have a fixed order determined by the record type. The first two digits of the record type identify the product.

The records include a sequence of fields separated by a field separator character.
The fields contain alphanumeric text, semicolons and end-of-lines. When a device does not support a function, or a function was not used for the job, the field remains empty.

Description of the exported fields

Parameter	Type	Length (max)	Description
Record type	num	4	Each account log file starts with a record of type 6310. This is a fixed record which only contains the abbreviated field names used in records of the type. Record type identifiers for the folowing Océ systems. ■ 6111 for the Océ TDS800 ■ 6211 for the Océ TDS600 ■ 6311 for the Océ TDS400 ■ 6411 for the Océ TCS400 ■ 6511 for the Océ TDS860.
Account ID (AccID)	text	255	Account ID. **Note:** *The 9-digit numeric 'AccountID' from the scanner panel isconverted to a textual representation without any prefix. For an Océ Job Ticket (OJT) the textual representation is set to the 'AccountID' field in the ticket.* **Note:** *Empty field if not available.*
User ID (UserID)	text	255	ID of the user who sent the job. Empty field if not available. **Note:** *The 9-digit numeric 'UserID' is converted to a textual representation without any prefix. For OJT tickets the textual representation is set to the 'UserID' field in the ticket.*
Job ID (JobID)	text	255	ID of job (for example, the job name) as indicated in a job ticket. When the job ID is not available, this field is empty. **Note:** *For OJT tickets the textual representation is set to the 'JobName' field in the ticket.*
Machine ID (MachID)	text	255	Unique ID for the system. **Note:** *When you have a configuration with a printer, the Machine ID is the serial number of the printer. When you have a scanner only configuration, the Machine ID is the serial number of the scanner.*

Parameter	Type	Length (max)	Description
Record version (Version)	num	2	Version number of the record. Starts at 0. Records are numbered from the first layer of the first input page to the last layer of the last input page of the job
Job Unique ID (JobUID)	num	8	Unique job ID, generated by the controller. The Job Unique ID is unique for each job in the log file.
Record number (RecNr)	num	6	Sequence number of this record in the account log for this job. Starts at 0.
Job submission source (JobSrc)	text	255	Host name or IP address of the source of the job. When the source of the job submission is not available, the field is empty.
Channel type (ChnType)	text	N/A	The Protocol used for the job submission. Includes LPD, SMB, PSERVER, FTP, CENTRONICS.
Receive date year (RcvY)	num	4	The year when the source page was received.
Receive date month (M)	num	2	The month when the source page was received.
Receive date day (D)	num	2	The day of the month when the source page was received.
Receive time hours (H)	num	2	The hour when the source page was received.
Receive time minutes (m)	num	2	The minute when the source page was received.
Receive time seconds (s)	num	2	The second when the source page was received.
Source location (SrcLoc)	text	255	The location of the input file.

Parameter	Type	Length (max)	Description
Source page number (SrcPg)	num	6	The page number of the input page in the source file. Starts at 1.
Source type (SrcType)	text	N/A	The type of source page. The different types of PDLs are TIFF, CALS, PDF, PS, NIRS, HPGL, HPGL2, C4, CALCOMP, and ASCII.
Source width (SrcWth)	num	6	Native width of source page in points (1/72 inch).
Source height (SrcHgt)	num	6	Native height of source page in points (1/72 inch).
Output width (Out-Wth)	num	6	Actual width of output page in points (1/72 inch).
Output height (Out-Hgt)	num	6	Actual height of output page in points (1/72 inch).
Width scale (WthScl)	num	4	The scaling factor, in %, applied to the original in the width direction.
Height scale (HgtScl)	num	4	The scaling factor, in %, applied to the original in the height direction.
Mirroring (Mirror)	text	2	Mirroring applied to the original. LR (vertical mirror) or TB (horizontal mirror). When mirroring is not applied, this field remains empty.
Rotation angle (Rot)	num	3	The angle of the scaled original when you rotate to the left. The possible values are 0, 90, 180, 270. An angle of 0 indicates that the orientation of the source and the output image are identical.

Parameter	Type	Length (max)	Description
Process type (PrcType)	text	N/A	The type of processing that was done for this page. ■ PLOT ■ COPY ■ STF (scan to file) ■ CHK (check plot) ■ ICOPY (interrupt copy) ■ INTRNL (internal job) ■ REPLOT (from history queue).
Process completion (PrcCmplt)	text	N/A	How the process was completed for this page. ■ DONE (normal termination) ■ ABRT (job cancelled by user) ■ ERR (error occurred) When an error occurred or the job was cancelled, the last page that was correctly delivered has the value DONE and an additional record with value ABRT or ERR is generated for the first page after that (the page that failed to deliver due to the error).
Delivery date year (DlvY)	num	4	The year when the page was delivered.
Delivery date month (M)	num	2	The month when the page was delivered.
Delivery date day (D)	num	2	The day of the month when the page was delivered.
Delivery time hours (h)	num	2	The hour when the page was delivered.
Delivery time minutes (m)	num	2	The minute when the page was delivered.
Delivery time seconds (s)	num	2	The second when the page was delivered.

Parameter	Type	Length (max)	Description
Output page number (OutPg)	num	6	The page number of the output page in this job. Starts at 1. Physical output pages are numbered separately from digital output pages. Digital output pages are numbered separately for each separate output file.
Output media type (MedType)	text	N/A	The type of output medium. ■ PPAPER (plain paper) ■ TRANSPARENT ■ FILM ■ POLYESTER ■ VELLUM ■ TRANSLUCENT ■ PAPERDRAFT ■ PAPERSTANDARD ■ BOND ■ BONDDELUX ■ PAPERSTANCOATED ■ PAPERPREMCOATED ■ BONDCOATED ■ BONDCOATEDHIGHRES ■ PHOTOPAPERMATT ■ PHOTOPAPERGLOSS ■ TRACINGPAPER ■ BONDTRANSLUCENT ■ MONOVELLUM ■ COLORVELLUM ■ FILMMATT. ■ PAPERRECYCLED ■ TRACINGJAPAN ■ PAPERCOATED ■ FILMMATTTHIN ■ CUSTOM1 ■ CUSTOM2 ■ CUSTOM3 The field is empty for scan-to-file jobs.

Parameter	Type	Length (max)	Description
Output media special (MedSpc)	text	1	Indicates whether special output media was selected. Y or N. The field is empty for scan-to-file jobs.
Output media weight (MedWgt)	text	N/A	The weight of the output media. ■ LIGHT ■ NORMAL ■ HEAVY. When the weight of the output media is not known, this field remains empty. The field is empty for scan-to-file jobs.
Output media source (MedSrc)	text	N/A	Source of the output media. ■ ROLL1 ■ ROLL2 ■ ROLL3 ■ ROLL4 ■ ROLL5 ■ ROLL6 ■ TRAY1 ■ TRAY2 ■ TRAY3 ■ MANUAL The field is empty for scan-to-file jobs.
Output fold method (Fold)	text	N/A	Folding in 2 directions ■ AFNOR ■ ERICSSON ■ DIN. Folding in 1 direction ■ AFNOR1 ■ ERICSSON1 ■ DIN1. Off-line folding is not logged. The field is empty for scan-to-file jobs.

Parameter	Type	Length (max)	Description
Output binding method (Bind)	text	N/A	Specifies the binding method for the output media. ■ EDGEONLY (only binding edge) ■ REINFORCE ■ PUNCH. The field is empty for scan-to-file jobs.
Output media destination (MedDst)	text	N/A	Output media destination in case of physical output ■ BELT1 ■ BELT2 ■ BELTS ■ CDT ■ IRT ■ FIRSTFOLD ■ STACKER. ■ DOUBLE_DECKER_PRO The field is empty for scan-to-file jobs.
Output file type (FileType)	text	N/A	Type of output file in case of digital output. ■ TIFF ■ CALS ■ PDF. The field is empty for print jobs and copy jobs.
Output file compression (FileCmpr)	text	N/A	Compression method of output file in case of digitaloutput. ■ GROUP3 ■ GROUP4 ■ PACKBITS ■ LZW ■ FLATE. The field is empty for print jobs and copy jobs. The field is empty for scan-to-file jobs without compression.
Output file size (FileSz)	text	9	Size of output file in bytes (including all pages incase of multi-page output files) in case of digital output. The field is empty for print jobs and copy jobs.

Parameter	Type	Length (max)	Description
Output file destination (FileDst)	text	255	Name of the destination for the output file as used inthe Océ Scan Manager, in case of digital output. If multiplepages in one job have the same destination file, amulti-page file is generated. The field is empty for print jobs and copy jobs.
Output resolution (width direction)	num	4	The resolution of output in width direction, in dpi.
Output resolution (height direction)	num	4	The resolution of output in height direction, in dpi.
Completion ID (CmpId)	num	8	The completion ID indicates the instance number of the job. Starts at 1. More than 1 job instance occurs when the jobs are restarted from the history queue.
Additional fields of record type 6410 (Océ TCS400)			
Output color mode(ColMod)	text	255	The colour mode of the job. ■ COLOR ■ MONOCHROME
Output quality mode(QualMod)	text	255	The quality mode of the job. ■ CHECK ■ RELEASE ■ PRESENTATION.

Parameter	Type	Length (max)	Description
Output content type(ContMod)	text	255	The content type of the print jobs ■ LINESTEXT ■ AREALINES
Image type (ImageType)	text	255	The image type of the copy and scan-to-file jobs. ■ PHOTO ■ LINEART ■ MAP ■ ARTWORK ■ DARKORIGINAL ■ BLUEPRINT.

Note: *This table is a complete list of all standard fields for all systems. When a system does not support a function, the field remains empty.*

Structure of the output of the Extended CSV export filter

If you use the Extended CSV export filter you will also get the additional fields defined by Océ Account Console.
These additional fields are added behind the standard fields.
When the additional fields are not available for a job, the field remains empty.

Additional fields that can be exported with custom export filters

Océ Account Console enables you to configure the unit to be used for the dimensions (Widh and Length, Area). The custom export filters that include such fields, export the information in the defined unit. (for example, Output width in mm.)
The date and time fields logged by the Océ Power Logic® Controller do not have unique field names. With custom export filters you can choose additional date and time fields with unique names.

Parameter	Type	Length (max)	Description
Receive date (Rcv)	text		The textual representation of the received data.
Receive date year (Y)	num	4	The year when the source page was received.

Parameter	Type	Length (max)	Description
Receive date month (RcvM)	num	2	The month when the source page was received.
Receive date day (RcvD)	num	2	The day of the month when the source page was received.
Receive time hours (Rcvh)	num	2	The hour when the source page was received.
Receive time minutes (Rcvm)	num	2	The minute when the source page was received.
Receive time seconds (Rcvs)	num	2	The second when the source page was received.
Source width (SrcWth)	num	6	Native width of source page in units (as configured in Océ Account Console).
Source height (SrcHgt)	num	6	Native height of source page in units (as configured in Océ Account Console).
Source area (SrcArea)	num	50	Native area of the source page in units (as configured in Océ Account Console).
Output width (OutWth)	num	6	Actual width of output page in units (as configured in Océ Account Console).
Output height (OutHgt)	num	6	Actual height of output page in units (as configured in Océ Account Console).
Output area (OutArea)	num	50	Actual area of the output page in units (as configured in Océ Account Console).
Delivery date (Dlv)	text		Textual representation of the delivery date.
Delivery date year (Y)	num	4	The year when the page was delivered.
Delivery date month (DlvM)	num	2	The month when the page was delivered.
Delivery date day (DlvD)	num	2	The day of the month when the page was delivered.
Delivery time hours (Dlvh)	num	2	The hour when the page was delivered.

Parameter	Type	Length (max)	Description
Delivery time minutes (Dlvm)	num	2	The minute when the page was delivered.
Delivery time seconds (Dlvs)	num	2	The second when the page was delivered.

Account information for the media format

If a standard output media format is selected for a job, the values in the log file match the values in the following table. Any different values indicate that a non-standard media format was selected in the job.

Format name	Width (units of 1/72 inch)	Height (units of 1/72 inch)
A0	2384	3370
A1	1684	2384
A2	1191	1684
A3	842	1191
A4	595	842
E	2448	3168
D	1584	2448
C	1224	1584
B	792	1224
A	612	792
E+	2592	3456
D+	1728	2592
C+	1296	1728
B+	864	1296
A+	648	864
B1	2004	2835
B2	1417	2004
B3	1001	1417
B4	709	1001
30x42	2160	3024
jis B1	2064	2920
jis B2	1460	2064
jis B3	1032	1460
jis B4	729	1032
jis B5	516	729

[3] Media format for output media

The width and the height values change position for output with landscape orientation.

Note: *The above list is not a list of supported media types and sizes. Not all systems support all the described media types and sizes.*

Index

A

Account data
  Retrieve 71
Account field
  Edit 52
Account information dialog 91
  Create 39, 61
  Preview 62
  Print 87
  Publish 64
Account information requirements 78
Account logging
  Log file structure 110
  Media format information 122
  Standard log file information 110
Activate a new license 37
Add existing values 48
Additional fields that can be exported with custom export filters 119
Administration
  Remote access 80
  Copy jobs 78
  Océ Account Console 77
  Print jobs 78
  Print jobs with only the user ID and the account ID defined as account information 81
  scan-to-file jobs 78
Administration window 75
Allow local clients to retrieve the accounting dialog 82
An overview of Océ Account Center 13

B

Back up the current license file 38
Backup
  License file 38

C

Change password 76
Change the order
  Values 58
Change the order of the account fields 54
Connect to Océ Account Console from a workstation on the network 23
Controller setup 18
Copy
  Export filter 104
Copy jobs
  Enter account information 93
Create
  Device 65
Create a new export filter 101
Create account fields 40
Create new values 44
Create the Account informarion dialog 39, 61
CSV 111

D

Define the remote access settings 80
Delete 102
  Log data 106
Delete account fields 53
Delete devices 68
Delete values 57
Description
  Exported fields 111
Description of the exported fields 111
Determine the host ID 35
Device
  Upgrade 69
  Add 65
  Create 65
  Edit 67
Devices
  Delete 68
Devices tab 31
Dialog tab 31

Documentation set 9

E

Edit
Export filter 103
Edit account fields 52
Edit an existing device 67
Edit values 55
Enable Océ Account Logic 24
Enter accounting information
Print jobs 86
Export filter
Copy 104
Create 101
Delete 102
Edit 103
Run 105
Export filters 100
Export filters tab 31
Exported fields 111

F

Field
Create 40
Delete 53
Move 54
Fields
Change order 54

H

History 88
Host ID 35
How to activate publishing 29, 97
How to activate the license 37
How to add a device to the list 65
How to add existing values to an account field 49
How to automatically retrieve the account data at the defined interval and time 73
How to back up the license file 38
How to change the password 29, 97
How to change the settings for Océ Account Center 30, 98
How to copy an export filter 104
How to create a new export filter 101
How to create an account field 40
How to create new values for an account field 46
How to create new values for an account field with the entry type Password 47
How to define the tabs which are available on remote browsers 80
How to delete an export filter 102
How to delete devices 68
How to delete log data from Océ Account Console 107
How to delete the account fields 53
How to delete the values of an account field 57
How to display the host ID 36
How to edit a value 55
How to edit an account field 52
How to edit an existing device 67
How to edit the export filter 103
How to edit values for an account field with the Entry type Password 56
How to enable Océ Account Logic 24
How to make the Account information dialog available for Océ Account Logic 64
How to move a value 58
How to preview the Account information dialog 63
How to print the print jobs that do not have valid accounting information 90
How to reprint jobs from the History queue 90
How to retrieve a new account information structure 77
How to retrieve the account data from a device manually 72
How to run the export filter 105
How to sort the values 59
How to upgrade a device 70
How to use fields and values from third party applications 60

I

Inbox 88
Install Océ Account Console 20
Installation
Océ Account Console 20

J

Jobs missing account information 87
    Manage 90

L

Language 28, 96
License 22
    Activate 37
License file
    Backup 38
Licensing Océ Account Console 22
List of standard filters 100
Log data
    Delete 106
Log file structure 110
Log files
    Retrieve 71
Logon 76

M

Main components of Océ Account Console 31
Make the Account information dialog available 64
Move
    Field 54
    Value 58

O

Océ Account Console
    Log on 28, 96
    log out 34, 99
    remote access 23
Océ Account Logic
    Make available 24
    Remote access 80
    remote access 25
Océ Account logic
    Enable 24
Overview of the workflow 13

P

Password
    change 76
Preview
    Account information dialog 62
Print area 28, 96
Print jobs with only the user ID and the account ID defined as account information
    define workflow 81
Print length 28, 96
Publish
    Account information dialog 64
Publish fields
    Third party applications 60
Publishing 29, 97

R

Retrieve
    Account data 71
    Log files 71
Retrieve a new account information dialog 77
Run
    Export filter 105

S

Scan-to-file jobs
    Enter account information 93
Sort
    Value 59
Sort the order
    Sort alphabetical 58
Standard CSV export filter 110
Structure of the output of the Extended CSV export filter 119
Structure of the output of the Standard CSV export filter 110
System requirements 20

T

Task

Retrieve log data 71
Third party applications
Publish fields 60

U

Upgrade
Device 69
Upgrade a device 69
Upgrade Océ Account Logic 69
User roles
Administrator 15
Bookkeeper 15
Users 15
User roles and tasks in Océ Account Center 15
User tasks 15
Users 12

V

Value
Add existing 48
Create 44
Delete 57
Edit 55
Move 58
Sort alphabetical 59